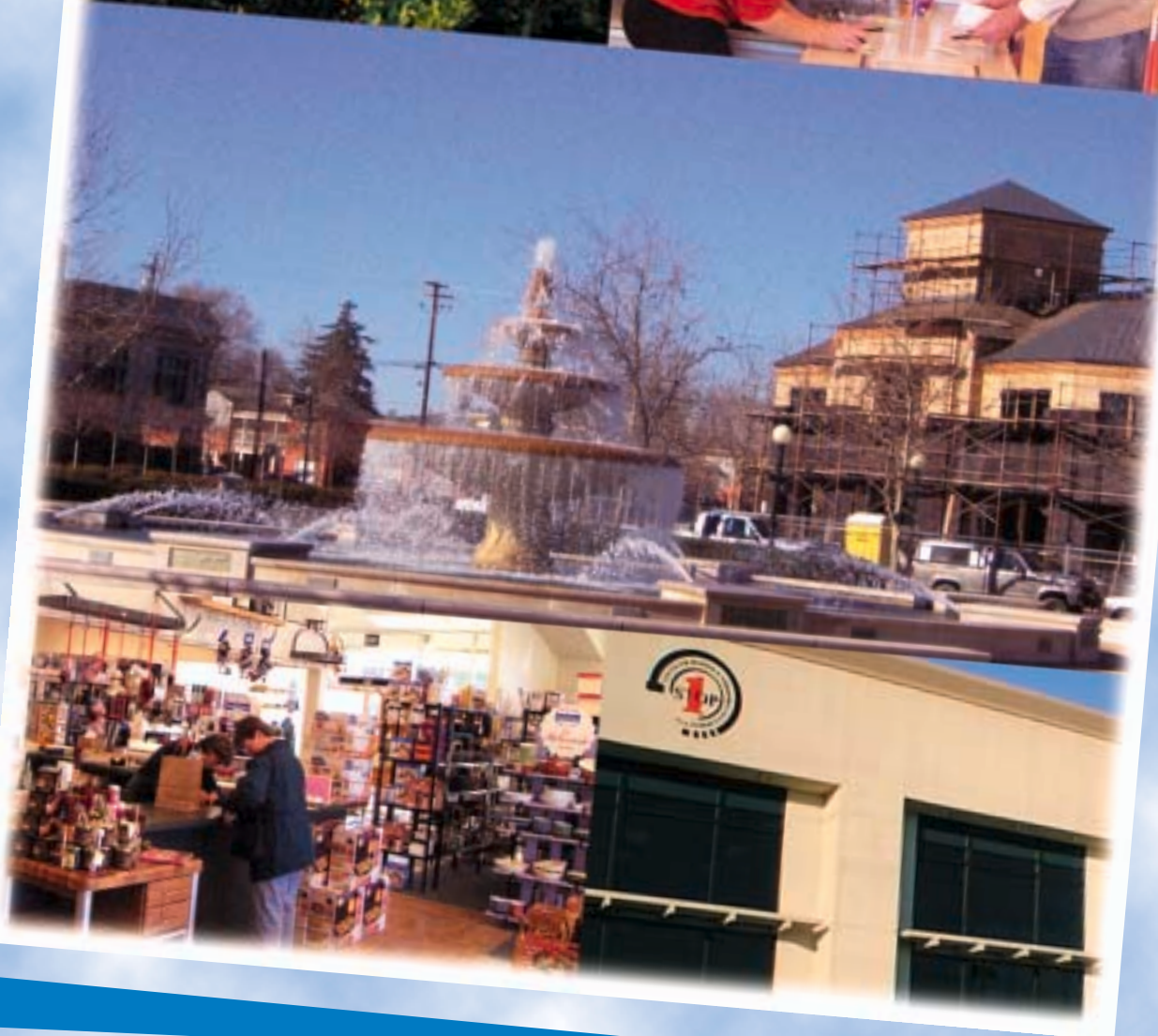


*North Central Counties Consortium
2001-2002 Occupational Outlook Report
and Training Directory*



Colusa, Glenn, Lake, Sutter, and Yuba Counties

**NORTH CENTRAL COUNTIES CONSORTIUM 2001-2002
OCCUPATIONAL OUTLOOK & TRAINING DIRECTORY
for
COLUSA, GLENN, LAKE, SUTTER & YUBA COUNTIES**

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INTRODUCTION

This Occupational Outlook Report is a resource we hope you will find useful. The purpose of this report is to provide information for individuals, service agencies, schools, and employers about the local labor market, employment trends and opportunities, wages and benefits for occupations, occupational skills and training requirements, and other information related to employment and training. The information in this report was collected, analyzed, and prepared through a partnership of the North Central Counties Consortium (NCCC) and the State of California, Employment Development Department, Labor Market Information Division, California Cooperative Occupational Information System Group.

Information in this report is specific to the region encompassing Colusa, Glenn, Lake, Sutter, and Yuba Counties. The report contains occupational summaries for 62 occupations surveyed during the past three years, 1999 – 2001. It also contains a Training Directory listing vocational training providers and contact information for people seeking training to enter (or upgrade skills for) any of the surveyed occupations.

The *North Central Counties Consortium 2001-2002 Occupational Outlook & Training Directory* is the official annual report for this region of the California Cooperative Occupational Information System (CCOIS).

CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM

California Cooperative Occupational Information System (CCOIS) is the name given to a statewide network of local partners and state analysts who work together to provide up-to-date and relevant labor market and occupational information, under the guidance of the California Occupational Information Coordinating Committee (COICC). Internet addresses for partners' agencies are found on the cover page: these websites also provide meaningful resources for our communities.

CCOIS has been established through state laws and regulations. Section 10533 of the *California Unemployment Insurance Code* requires the state Employment Development Department to conduct the CCOIS as a major component of a comprehensive labor market information system. It states that CCOIS shall produce statistically valid occupational analyses for local job training and education programs; and that the local surveys must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys. To provide continuity in this statewide system, all CCOIS reports bear the title "Occupational Outlook" and the name of the geographic area covered by the report.

CCOIS efforts have been reinforced by statutes in the federal Workforce Investment Act and Carl D. Perkins Vocational Education Act, which require analyses of current labor market conditions and determination of future labor market needs, and systems for updating and widely distributing valid employment statistics.

The information in this report may be used by a wide array of organizations and individuals to assist decision-making for: individual career choices; training and service plans for public agencies and schools; curriculum design for training programs; economic development initiatives; and employer determinations of competitive or comparable wages and benefits for occupations.

NORTH CENTRAL COUNTIES CONSORTIUM

The North Central Counties Consortium is a Special District formed by a Joint Powers Agreement between five semi-rural counties, Colusa, Glenn, Lake, Sutter, and Yuba, for the purpose of implementing federal workforce development programs in this area. The consortium counties together are considered a Local Workforce Investment Area under the federal Workforce Investment Act. The NCCC Workforce Investment Board, with 25 members mostly from the private sector and many leaders of local service agencies, and the NCCC Governing Board with five members, one designated by each county's board of supervisors, oversee the NCCC office and its subcontractors. NCCC subcontracts with local agencies to operate One Stop Career Centers in each county. *A list of One Stop Career Centers with contact information is inside the back cover of this document.* Workforce Investment Act and Welfare-to-Work programs are implemented at these centers in coordination with partner agencies serving similar customers in the five counties.

NCCC promotes:

- Better use of resources through coordination and integration of services.
- Universal availability and accessibility of workforce development, employment and training services for all residents and employers in the NCCC counties.
- Continuous improvement of local workforce development programs and services.
- Better efficiency, effectiveness, information, and communication through increased automation & electronic connectivity between consortium agencies, partners, & customers.

AREA PROFILE: COLUSA, GLENN, LAKE, SUTTER & YUBA COUNTIES

Colusa County, one of California's twenty-seven original counties established in 1850, is located on the west side of the Northern Sacramento Valley, covering 1,156 square miles. It includes foothills and mountains of the Coast Range on the west side of the county, and has the Sacramento River on the east side of the county. It is bordered to the south by Yolo County, to the west by Lake County, to the north by Glenn County, and to the east by Butte and Sutter Counties.

Much of the land is devoted to agriculture, the primary economic activity and chief source of employment in the area. Major crops are rice, tomatoes, almonds, wheat, walnuts, dried plums, and other fruit. Significant industries are agriculture, government, retail trade, and manufacturing -- at approximately 33.5%, 23.1%, 13.2%, and 10.3%, respectively, of all employment. Major transportation routes in the county include Interstate 5 as well as State Highways 16, 20, and 45. A major north-south railroad line also passes through the county. Population centers are the cities of Colusa, Williams, and Maxwell.

Colusa County population, as counted by the US Census Bureau for April 1, 2000, is 18,805, an increase of 15.5% since 1990. The 2000 census counted the number of households as 6,097 and the population in households as 18,357, with an average household size of 3.01; and the number of families as 4,576 and the population in families as 16,078, with an average family size of 3.51. The population is 46.5% Hispanic.

Glenn County, created in 1891 from a northern part of Colusa County, is on the west side of the Northern Sacramento Valley, covering 1,319 square miles. It includes a portion of the

Mendocino National Forest in the Coast Range on the west side of the county, and has an eastern boundary along the Sacramento River. It is bordered to the south by Colusa County, to the west by Mendocino and Lake counties, to the north by Tehama County, and to the east by Butte County.

The land is divided between farmland on the valley floor, and grazing land and mountainous forests in the Coast Range. Major crops are rice, wheat, hay, plums, walnuts, almonds, corn, oranges, dried plums, and other fruit. Dairy products and cattle are another important source of income. Significant industries are government, agriculture, retail trade, and manufacturing -- at approximately 29.5%, 19.8%, 14%, and 10.9%, respectively, of all employment. Major transportation routes in the county include Interstate 5 as well as State Highways 32, 45, and 99W. A major north-south railroad line also passes through the county. Population centers are the cities of Orland, Willows, and Hamilton City.

Glenn County population, as counted by the US Census Bureau for April 1, 2000, is 26,453, an increase of 6.7% since 1990. The 2000 census counted the number of households as 9,172 and the population in households as 26,065, with an average household size of 2.84; and the number of families as 6,733 and the population in families as 22,422, with an average family size of 3.33. The population is 29.6% Hispanic. Hmong people (originally from Laos) are the next largest minority group.

Lake County, created in 1861 from a northern part of Napa County, is within the Coast Range, approximately 100 miles north of San Francisco and 35 miles east of the Pacific Ocean, and covers 1,327 square miles. It is bordered by Mendocino County to the west, Sonoma and Napa counties to the south, and Yolo, Colusa, and Glenn counties to the east.

The county's most prominent geographical feature is Clear Lake, the largest natural lake in California, which covers approximately 5 percent of the county's land area. The terrain north of Clear Lake is rugged with elevations over 6,000 feet. The county's proximity to the San Francisco Bay Area, combined with its variety of resorts and boating facilities, make it a popular recreation and retirement area, causing the service industry to be the second largest at 26.9% of employment. Other significant industries are government and retail trade -- at approximately 27% and 21%, respectively, of all employment. Major crops are pears, wine grapes, and walnuts. Agriculture accounts for only 5.9% of employment. State Highway 20 connects the area with both US 101 and Interstate 5. Population centers are the cities of Lakeport and Clearlake, and many smaller towns surround the lake, especially along Rt. 20 on the north side of the lake.

Lake County population, as counted by the US Census Bureau for April 1, 2000, is 58,309, an increase of 13.2% since 1990. The 2000 census counted the number of households as 23,974 and the population in households as 57,220, with an average household size of 2.39; and the number of families as 15,370 and the population in families as 44,809, with an average family size of 2.92. The population is 11.4% Hispanic.

Sutter County, one of California's twenty-seven original counties established in 1850, covers the area where the Northern Sacramento Valley begins above the City and County of Sacramento. It is bordered to the west by Yolo and Colusa counties, to the north by Butte County, and to the east by Sierra and Nevada counties. It covers 1,246 square miles in the flat, agriculturally rich valley. The Sutter Buttes, the world's smallest mountain range, and the Sacramento River are on the west side of the county, and the Feather River is on the east side.

Much of the land is devoted to agriculture, the third largest industry in the area at 18.5% of employment. A wide variety of crops are produced including tomatoes, rice, peaches, dried plums, nuts, and other grains. Other significant industries are retail trade, services, and government -- at approximately 21.7%, 21.7%, and 16.9%, respectively, of all employment. The major transportation routes include State Highways 99 and 20. Several railroad lines pass through the county. Population centers are the cities of Yuba City and Live Oak.

Sutter County population, as counted by the US Census Bureau for April 1, 2000, is 78,930, an increase of 22.5% since 1990. The 2000 census counted the number of households as 27,033 and the population in households as 77,547, with an average household size of 2.87; and the number of families as 19,946 and the population in families as 66,725, with an average family size of 3.35. The population is 22.2% Hispanic. East Indian people, mostly from Punjab Province, and mostly Sikh, are the next largest minority group.

Yuba County, one of California's twenty-seven original counties established in 1850, includes the Yuba River watershed in the Northern Sierra Mountains and extensive farmland on the valley floor. It covers 639 square miles. It is bordered to the west by Sutter Counties, to the north by Butte and Plumas counties, to the east by Sierra and Nevada Counties, and to the south by Placer County.

The largest industry is government at approximately 36.3% of all employment, largely due to Beale Air Force Base. The next three largest industries are services, retail trade, and agriculture -- at approximately 18.7%, 13.2%, and 11.5%, respectively, of all employment. Major crops include rice, peaches, walnuts, dried plums, and other grains. The Sierra Mountains have lakes, reservoirs, recreation facilities, and forests which provide both employment and recreation opportunities. Major transportation routes are State Highways 20, 65, and 70. Several railroad lines pass through the county. Population centers are the cities of Marysville and Wheatland.

Yuba County population, as counted by the US Census Bureau for April 1, 2000, is 60,219, an increase of 3.4% since 1990. The 2000 census counted the number of households as 20,535 and the population in households as 58,885, with an average household size of 2.87; and the number of families as 14,801 and the population in families as 49,468, with an average family size of 3.34. The population is 17.4% Hispanic. Hmong people (originally from Laos) are the next largest minority group.

NOTE: Census data provided above has been culled from Summary File 1, General Profile 1, for the counties as found at the State of California, Department of Finance website (January, 2002):

<http://www.dof.ca.gov/HTML/DEMOGRAP/SF1profiles.htm>

For more information on each county's economy, labor market, and demographics see the EDD Labor Market Information Division's *County Snapshot* (updated 11/01) at the LMID website: <http://www.calmis.ca.gov/htmlfile/subject/COsnaps.htm> ; or see the CSU, Chico, Center for Economic Development's *Economic and Demographic Profile* booklet, available for each NCCC county. The latter can be obtained by calling the center at (530)898-4598.

CCOIS METHODOLOGY

To select the occupations studied, conduct the local employer surveys, and produce the occupational summaries, the following occurs:

Occupational Projections: Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department, and are used to help identify growing and declining occupations.

Occupational Selection: A variety of criteria for occupational selection have been established in the CCOIS Program and are used to help select the survey occupations. The primary objective is to survey occupations that are of most interest to the users of occupational information, within the limitations of a standardized research project. For each survey year, a preliminary list, with approximately three times more occupations than are surveyed each year, is developed and distributed to users of this information by mail and at community meetings in January. The recipients include supervisors, staff, and members of workforce development and vocational training programs, economic development organizations, educational institutions, the NCCC Workforce Investment Board and Governing Board, and local government agencies. Representatives of these agencies are asked to identify which occupations they would like studied. Largely based on the input of these community members, occupations for the next survey are selected and forwarded to LMID. The list of occupations is reviewed by LMID, and appropriate adjustments may be made after review of employment projections data. By mid-February, twenty occupations are selected for the year's survey.

Questionnaire Development: The latest survey questionnaire developed by the LMID California Cooperative Occupational Information System Group is distributed for collecting data for all occupations in the year's survey. The questionnaire provides the means for collecting the fields of data addressed in the next section of this report, the Description of Occupational Summaries.

Sample Selection and Refinement: LMID generates employer samples by industry and employer size for each occupation selected. Employers are contacted to verify they employ persons in the occupation and are willing to participate in the project.

Employer Survey: Confidential employer surveys are conducted by telephone, fax, mail, or in person. Collected surveys are reviewed for consistency and employers contacted again for clarification(s), if needed.

Data Entry and Tabulation: The responses of completed surveys are entered into the CCOIS database that tabulates data in a standard way for all CCOIS local partners and for all occupations. This database has been programmed by LMID staff and subcontractors.

Analysis and Generation of Occupational Summaries: The data from the CCOIS database tabulations, and other relevant information generally provided by LMID (including updated employment projections), is carefully analyzed to prepare each local occupational summary. The statements made in the occupational summaries are based on quantitative analysis and corresponding terminology established by the LMID California Cooperative Occupational Information System Group, as applied by the LMID-CCOIS analyst for the local area and by the CCOIS local partner. Definitions of terminology are provided in the next section of this report,

the Description of Occupational Summaries. Statements made are based on aggregate data for Colusa, Glenn, Lake, Sutter, and Yuba counties, unless otherwise stated.

Report Distribution: The Occupational Outlook Report for NCCC is presented at three community meetings: one each for the Yuba-Sutter area, the Colusa-Glenn area, and the Lake County area. The Occupational Outlook Report is also distributed to One Stop Career Centers (established in each county under the Workforce Investment Act), social service agencies, vocational training and rehabilitation agencies, high schools, alternative high schools, community colleges, libraries, employers, and other interested individuals and organizations.

DESCRIPTION OF THE OCCUPATIONAL SUMMARIES AND METHODS USED IN REPORTING THE COLLECTED DATA

The following is a brief description of the format and content in the Occupational Summaries of the NCCC 2001-2002 Occupational Outlook Report. The items are described in the order they are presented in each occupational summary for the occupations studied in 2000 and 2001. In 1999, CCOIS had a slightly different questionnaire and different guidelines for presentation of the material. *The 1999 summaries, interspersed alphabetically in this report by occupational title with the occupational summaries from 2000 and 2001, have not been changed to match the 2000 and 2001 format.* Thus, information is arranged differently in the 1999 summaries. However, the below descriptions of the content areas, and how specific determinations and statements are made based on the data collected, are the same for all years.

OCCUPATIONAL TITLE, CODE, AND DEFINITION

CCOIS uses the Occupational Employment Statistics (OES) classification system. The occupations are described by the OES definition, which appears with the OES title and code at the top of the first of the two pages of each occupational summary. OES classifications are broader in scope than the Dictionary of Occupational Titles (DOT) classification system. One OES title/code often covers several or many of the more detailed, related DOT titles/codes in its classification. The titles and definitions used are based on the OES Dictionary published by the U.S. Department of Labor, Bureau of Labor Statistics (May, 1992).

EMPLOYER REQUIREMENTS

Education and Training: Responses to questions regarding education and training needed to obtain employment are summarized here. Employers are asked about education and training prerequisites, including high school or higher degrees and vocational or technical training. When appropriate, occupational summaries may be supplemented by state license requirements from the most recent publication of the *California Professional & Business License Handbook*.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Work Experience: Responses to questions regarding work experience needed to obtain employment are summarized here. Information is collected on what types of occupational experience are required or accepted as a substitute by employers of the occupation.

The following terms are used in the Education and Training section, the Work Experience section, and throughout the report to describe conditions for the occupations studied:

All:	100% of survey responses
Almost all:	80% up to but not including 100%
Most:	60% up to but not including 80%
Many:	40% up to but not including 60%
Some:	20% up to but not including 40%
Few:	less than 20% of the survey responses

Skills and Qualifications: Employers are asked to identify skills necessary to perform the job and skills important for career advancement. In the occupational summaries, the employer responses are generally supplemented with skills identified as needed for the occupation from other standardized surveys and studies of the occupation, generally as provided by LMID.

WAGES AND BENEFITS

Wages: The purpose of this section is to report the approximate wage ranges and medians for the occupations. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons who have had at least three years of experience in the occupation with that employer.

One wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two wage sections are used when the percent of union employment is from 20% to 80%, and there are no confidentiality issues.

Wages reported are based on those paid by the employers participating in the survey for employees at the three levels of experience. All weekly, bi-weekly, or monthly salaries are converted to hourly wages based on the number of hours per week reported for the positions by the employer. The report does not include extreme wages, or “outliers” which are 1.97 standard deviation or more from the average wage for the occupation, based on the employer responses. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Occasionally, when significant numbers of employers for an occupation pay significant commissions, bonuses, or when tips are prevalent, there is a comment after the wage chart addressing the level of other compensation.

Hours Worked: The distribution of full-time, part-time, temporary/on-call and seasonal employees is reported in this section, together with the average number of hours worked per week, respectively. If the frequency of one of the above classifications is less than 20%, it is considered negligible for the purposes of this section, and generally not reported. Included in this part for the 2001 survey are statements on work schedules or shifts reported by employers.

Benefits: This section presents the types and frequency of fringe benefits. Information is presented on the percentage of employers providing each of the benefits to their employees, identifying who pays the benefit (employer paid or shared cost) for full-time employees. When part-time employment is a significant percentage of the occupational total (20% or more), the benefits information for part-time workers is reported.

EMPLOYMENT TRENDS

Supply and Demand: This section presents information on the difficulty employers have finding applicants to fill vacancies. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies.

The following terms are used to describe the difficulty in finding applicants:

Very Difficult: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter little competition in their job search. The same criteria are applied to the responses regarding hiring unqualified applicants.

Moderately Difficult: Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants, and applicants may find moderate competition in their job search. The same criteria are applied to the responses regarding hiring unqualified applicants.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. The same criteria are applied to the responses regarding hiring unqualified applicants.

Recruitment Methods: Employers are asked to indicate their three most successful hiring methods, and the most common responses are listed here.

Turnover: Turnover is calculated for each occupation based on vacancies, resulting from promotions or from employees leaving the firm in the past 12 months, that were filled; divided by the total employees for all firms responding to the survey minus the new permanent positions resulting from growth.

Size of Occupation: The size and seven-year growth projection for the occupation, provided by LMID, is presented here. The projections data used for the 2000 and 2001 summaries is the 1997 to 2004 projections; and the employment projections data in the original 1999 occupational summaries was replaced with these updated projections. Size of employment in the occupation, based on the percentage of total employment in the area studied, is classified as:

Small: Less than 93 **Medium:** 93 – 185 **Large:** 186 – 403 **Very Large:** 404 and above

Gender information on employees in the occupation in the area is provided in this part, too.

Projections: This part again presents some of the LMID projections data, specifically, the new jobs in the occupation projected over seven years and the number of separations projected in the occupation over seven years.

Growth Trends: This part includes the projected new job growth rate over a seven-year period in comparison to the projected overall new job growth rate for the consortium. The following terms are applied to the occupational growth trends in the NCCC counties:

Much faster than average:	1.50 times the average growth rate or more
Faster than average:	1.1 to but not including 1.5 times the average growth rate
Average:	0.9 to but not including 1.1 times the average growth rate
Slower than average:	0.1 up to but not including 0.9 times the average growth rate
No Significant Change:	-0.1 up to but not including 0.1 times the average growth rate
Slow Decline:	less than -0.10 times the average growth rate

Sometimes, the LMID projections data is different than what responding employers expect. Employers are asked whether they expect their employment in the occupation to decline, remain stable, or increase over the next two years. The final sentences in this section present the employer responses using the few, some, many, most, almost all, or all terms for frequency.

WHERE THE JOBS ARE

This section identifies major employing industries for each occupation, based on industry staffing patterns generated by LMID, using Standard Industry Classification (SIC) titles.

OTHER INFORMATION

Alternative Job Titles: This section lists other job titles used by employers.

O*NET: Since Workforce Investment Act programs in NCCC use O*NET classifications and codes, and since this is the emerging new occupational classification system endorsed by the U. S. Department of Labor, O*NET codes and titles have been added to the occupational summaries for 1999, 2000, and 2001.

The O*NET classification system and database was originally released in 1998 as O*NET 98, Version 1.0, and was based on the OES system. In July, 2000, the National O*NET Center released a new version, called O*NET-SOC Version 3.0, largely based on the newly adopted 1998 Standard Occupational Classification (SOC). The transition from O*NET 1.0 to O*NET 3.0, in addition to a new coding system, involved further clustering of occupations into broader classifications: O*NET 1.0 had 1,122 occupational codes/definitions, and O*NET 3.0 has 974 codes/definitions. The Content Model of O*NET 98, Version 1.0, its system for analyzing the requirements and attributes of occupations, is carried into O*NET 3.0. The O*NET database, system, and occupational analyses may be accessed at: <http://online.onetcenter.org/>

When indicated by the cross-referencing of OES, DOT, and O*NET 3.0 classifications, one or more related O*NET codes are listed in this part.

DOT: The Dictionary of Occupational Titles (DOT) has been a standard, national occupational coding system for decades, with over 15,000 occupational codes/definitions. Related DOT codes are provided in this part, and titles for the most closely matched code/title/definition are also provided. The DOT is available from U.S. Government Bookstores, the Bureau of Labor Statistics, or the Superintendent of Documents.

Promotional Opportunities: Employers are asked whether or not they promote employees in the occupation to higher positions. Occupational titles are obtained for these positions and listed in this part, based solely on employer responses to the survey. Information from other studies on promotional opportunities or career ladders for this occupation is not included here.

Unionization and Collective Bargaining: Employers are asked if the wages for employees in the occupation are subject to a collective bargaining or union agreement. A statement is made based on the responses of employers to this question, using the few, some, many, most, almost all, or all terminology described previously, to describe the incidence of union employees.

Employer Responses: Displayed in this final part is the number of useable surveys received from the employer community and the total number of employees they reported having in the occupation. The number of employees includes full-time, part-time, temporary/on-call, and seasonal employees.

ACCOUNTANTS AND AUDITORS**OES 211140**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Most indicate they require at least a bachelor's degree prior to hire. Some employers express vocational or technical training is required or preferred prior to hiring for this occupation.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 60 months of prior accounting experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	94%
Life Insurance:	38%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	69%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Accountants & Auditors work full-time averaging 43 hours per week.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$10.23 - 11.62	\$10.93
New Hires, With Experience:	\$10.00 - 28.77	\$14.14
After Three Years With Firm:	\$13.80 - 42.62	\$16.81

WHERE THE JOBS ARE

Government	19%
Accounting, Auditing & Bookkeeping	16%
Elementary & Secondary Schools	9%
Finance, Insurance & Real Estate	6%
Eating & Drinking Places	6%
Health Services	3%
Hotels & Motels	2%
Canned Fruits & Vegetables	2%
Lumber & Other Building Materials	2%
Religious Organizations	2%
Car Dealers	1%
Other	33%

QUALIFICATIONS**Employers rated the following qualifications very important:**

Business math skills
 Government accounting skills
 Ability to conduct an audit
 Cost accounting skills
 Tax accounting skills
 Estate planning skills
 Financial planning skills
 Ability to use accounting software
 Verbal presentation skills
 Ability to write effectively and legibly
 Problem solving skills
 Ability to work independently
 Ability to work under pressure
 Customer service skills
 Ability to learn new computer systems
 Word processing, database, and spreadsheet skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Controller, Certified Public Accountant, Accounting Associate, Staff Accountant

O*NET: 13-2011.01 Accountants
 13-2011.02 Auditors

DOT: 160.162-018 Accountant; 160.162-022 Accountant, Budget; 160.162-010 Accountant, Tax; 160.162-026 Accountant Cost; 160.167-054; 160.167-030 Auditor, City or County

Promotional Opportunities: May be promoted to Senior Accountant; Partner

Turnover: The rate is 8.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, private employment agencies, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market

Experienced applicants: Not Competitive
 Inexperienced applicants: Very Competitive

Employer Responses: 16 employers, representing 46 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 270 to 340 (Large)

Growth Projections: New jobs through 2004: 70
 Separations to 2004: 30
 Total Openings: 100

Growth Trends: The new job growth rate over seven years is 25.9%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 20.2%. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years. A few anticipate growth over this period.

Gender: Employers responding indicate 26% of workers are male, 74% female.

AMUSEMENT AND RECREATION ATTENDANTS**OES 680140**

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they do not require a high school diploma or equivalent. No employers require vocational or technical training.

Experience: No employers report they require experience in this occupation.

Skills and Qualifications:

Basic math skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Good physical condition
 Ability to stand for prolonged periods
 Ability to tolerate noise, dust, and fumes
 Ability to make change
 Ability to operate a cash register
 Possession of a valid driver's license
 Telephone answering skills
 Willingness to work with close supervision
 Public contact skills
 Ability to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 7.50	\$6.25
New Hires, W/ Experience	\$6.25 - 7.65	\$6.75
After Three Years W/ Firm	\$6.25 - 10.00	\$7.75

Hours Worked: Many Amusement and Recreation Attendants work seasonally or on an on-call basis; and average 38 hours per week when they work. Many employers for this occupation have one or two year-round, full-time employees averaging 40 hours per week, and employ additional part-time or seasonal workers. All employers report having day shifts, and almost all employers have swing shifts, too.

Benefits (% of Employers* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>	
	FT	PT	FT	PT
Medical Insurance	0%	0%	86%	30%
Dental Insurance	0%	0%	57%	20%
Vision Insurance	0%	0%	29%	0%
Life Insurance	0%	0%	14%	0%
Sick Leave	29%	0%	29%	10%
Vacation	43%	0%	29%	10%
Retirement Plan	0%	0%	43%	20%
Child Care	14%	0%	0%	0%

*Percentages are based on 7 employers responding for full-time, and 10 for part-time.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	NA*	
Moderately Difficult	NA*	
Not Difficult	NA*	X

* None of the employers responding to this survey required experience.

The Job Market

Experienced applicants: Not Applicable

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and employee referrals.

Turnover: Among employers surveyed, the rate is 15.8% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 240 to 410 (Large)

Gender: Employers indicated 68% of workers are male; 32% female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 170

Separations to 2004: 50

Total Openings: 220

Growth Trends: The new job growth rate over seven years is 71% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Some employers project their firm's employment in this occupation to grow over the next two years. Most employers project their employment to remain stable in the next two years.

Where The Jobs Are

Miscellaneous Amusement and Recreation Services
Local Government, Except Hospitals and Education
Public or Private Golf Courses
Membership Sports and Recreation Clubs
Camps and Recreation Areas or Facilities
Boating/Waverider-Related Recreation Services
Fairs and Carnivals
Amusement and Recreation Services
Bowling Centers

OTHER INFORMATION:

Alternate Job Titles: Porters; Front Desk Attendant; Member Care Specialist; Pro Shop Starter; Recreation Assistant; Fair Attendant

O*NET: 39-3091.00 Amusement and Recreation Attendants
39-3011.00 Gaming Dealers

DOT: 195.367-030 Recreation Aide; 341.367-010 Recreation Facility Attendant; and 23 related codes/definitions between 340.477-010 and 349.664-010

Promotional Opportunities: May be promoted to Assistant Manager; Asst. Golf Pro; Membership Coordinator

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 214 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

ASSEMBLERS AND FABRICATORS -- Except Machine, Electrical, Electronic and Precision**OES 939560**

Assemblers and Fabricators, except Machine, Electrical, Electronic, and Precision in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Few employers require training prior to employment and indicate a preference for on-the-job training.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to require 6 - 18 months experience as an assembler or fabricator.

Skills and Qualifications:

Able to use and read a tape measure
 Able to read blueprints and working drawings
 Able to pass a physical exam and drug test
 Able to perform assembly work
 Able to use hand & power tools
 Soldering skills
 Basic math skills
 Manual dexterity
 Good eye-hand coordination
 Possession of good color perception
 Able to stand continuously for 2 or more hours
 Able to lift at least 50 pounds repeatedly
 Possession of mechanical aptitude
 Able to use creativity and innovation in performing work duties
 Able to perform routine, repetitive work
 Willingness to work with close supervision
 Able to follow oral instructions
 Able to write legibly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 7.50	\$6.50
New Hires, W/ Experience	\$7.00 - 9.25	\$8.00
After Three Years W/ Firm	\$8.00 - 14.00	\$11.25

Hours Worked: Almost all Assemblers and Fabricators work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	40%	47%
Dental Insurance	13%	47%
Vision Insurance	13%	20%
Life Insurance	27%	7%
Sick Leave	27%	0%
Vacation	80%	0%
Retirement Plan	13%	27%
Child Care	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 15.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 250 to 320 (Large)**Gender:** Employers indicated 100% of workers are male, 0% female.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 70

Separations to 2004: 40

Total Openings: 110

Growth Trends: The new job growth rate over seven years is 28% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Where The Jobs Are

Millwork, Plywood & Structural Members	32%
Retail Stores, Not Elsewhere Classified	8%
Fabricated Structural Metal Products	8%
Hardware, Plumbing & Heating Equipment	8%
Machinery, Equipment, and Supplies	8%
Miscellaneous Fabricated Textile Products	7%
Partitions & Fixtures	5%
Miscellaneous Wood Products	3%
Other	21%

OTHER INFORMATION:**Alternate Job Titles:** Laborer, Builder

O*NET: 51-9198.01 Production Laborers
51-9198.02 Production Helpers

DOT: 559.667-014 and 519.687-026 Laborer, General;
691.687-010 Production Helper; 789.687-046 Final Assembler;
929.587-010 Nuts and Bolts Assembler; 939.687-018 Laborer;
and over 200 related codes.

Promotional Opportunities: May be promoted to Salesman, Supervisor, or Manager

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 219 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

AUTOMOTIVE BODY AND RELATED REPAIRERS**OES 853050**

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Some indicate they require or prefer vocational or technical training prior to employment. This may take the form of Inter-Industry Conference on Auto Collision (I-CAR) certification, or other automotive training. I-CAR, often completed in stages, is often undertaken while on the job.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to require 6 - 60 months experience in body repair and painting.

Skills and Qualifications:

Skill in working with fiberglass
 Able to install vehicle glass
 Able to operate power hand tools
 Masking skills
 Able to apply various techniques and skills
 Welding skills
 Able to tolerate dust and paint fumes
 Possession of good color perception
 Able to lift at least 70 pounds repeatedly
 Able to provide own hand tools
 Willingness to work with close supervision
 Able to work independently
 Basic math skills
 Able to read and follow instructions
 Oral communication skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.00	\$6.00
New Hires, W/ Experience	\$5.75 - 15.00	\$8.75
After Three Years W/ Firm	\$5.75 - 17.50	\$13.50

Hours Worked: Almost all Automotive Body Repairers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	19%	38%
Dental Insurance	6%	31%
Vision Insurance	6%	25%
Life Insurance	0%	19%
Sick Leave	25%	0%
Vacation	56%	0%
Retirement Plan	0%	25%
Child Care	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and the Employment Development Department.

Turnover: Among employers surveyed, the rate is 22.9% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 80 to 90 (Small)

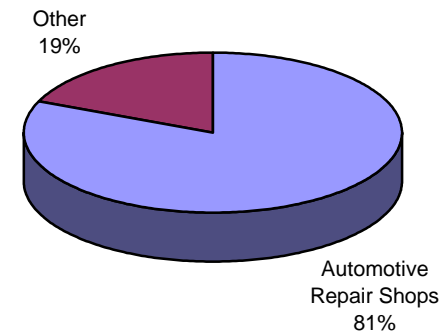
Gender: Employers indicated 98% of workers are male; 2% female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	10
Separations to 2004:	20
Total Openings:	30

Growth Trends: The new job growth rate over seven years is 13% which is growing slower than the average new job growth rate of 19% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate that growth will remain stable over this period.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: Automotive Repair Technician, Journeyman, Painter, Body Repairer

O*NET: 49-3021.00 Automotive Body & Related Repairers

DOT: 807.381-010 Automobile Body Repairer; 807.381-018; 807.381-030; 807.484-010; 807.684-010; 845.381-018; 865.684-010

Promotional Opportunities: May be promoted to supervisor, painting technician, journey painter, or shop foreman

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 83 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

AUTOMOTIVE MECHANICS**OES 853020**

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. Some indicate that a high school education is not a factor in its hiring decisions. Most employers express that technical or vocational training is required or preferred prior to hire.

Experience: All employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 12 - 36 months of prior auto repair or other mechanical experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

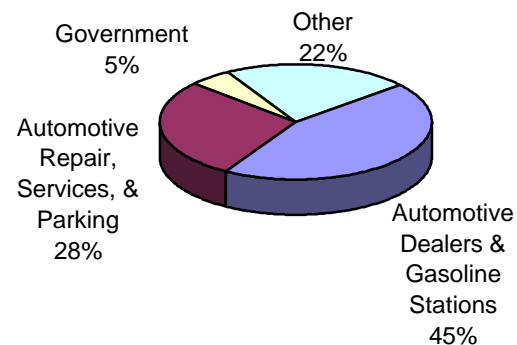
Medical Insurance:	68%
Dental Insurance:	41%
Vision Insurance:	14%
Life Insurance:	27%
Paid Vacation:	77%
Paid Sick Leave:	14%
Retirement Plan:	36%

*Percentage is based on 22 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Automotive Mechanics work full-time averaging 40 per week.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.00 - 10.00	\$7.19
New Hires, With Experience:	\$5.99 - 17.00	\$12.00
After Three Years With Firm:	\$8.00 - 21.88	\$17.00

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to operate electronic automotive diagnostic equipment
 Ability to repair brakes
 Ability to repair vehicle heaters
 Ability to repair vehicle air conditioners
 Ability to repair carburetors
 Ability to implement safe work practices
 Ability to tune up engines
 Arc & gas welding skills
 Ability to repair emission controls
 Ability to repair fuel injection systems
 Front end alignment skills
 Certified as a Smog Control Mechanic
 Possession of a Brake Check Certificate
 Certified in Auto Service Excellence (ASE)
 Certified in auto air conditioning maintenance and repair
 Possession of a valid driver's license

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Automotive Technician, Mechanic

O*NET: 49-3023.01 Automotive Master Mechanic
 49-3023.02 Automotive Specialty Technicians
 51-9061.02 Mechanical Inspectors

DOT: 620.261-010 Automobile Mechanic; 620.261-012;
 620.261-030; 620.281-026; 620.281-038;
 620.281-062; 620.281-066

Career Ladders: May be promoted to service manager, lead technician, service advisor, supervisor, or general manager

Turnover: The rate is 23.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive
 Inexperienced applicants: Not Competitive

Employer Responses: 22 employers, representing 138 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 460 to 520 (Very Large)

Growth Projections: New jobs through 2004: 60
 Separations to 2004: 90
 Total Openings: 150

Growth Trends: The new job growth rate over seven years is 13%, which is growing slower than the average new job growth rate of 20.2% for the consortium. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate job growth to remain stable over this period.

Gender: Employers responding indicate 99% or workers are male, 1% female.

BAKERS -- BREAD AND PASTRY**OES 650210**

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. Few indicate they require or prefer vocational training prior to employment. However, some employers express they will accept training as a substitute for previous work experience.

Experience: Most employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 36 months of experience as a baker or in a baking-related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

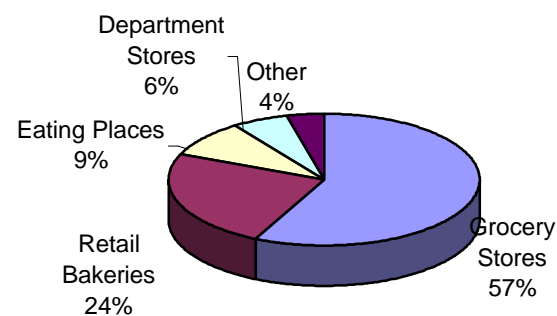
Medical Insurance:	47%
Dental Insurance:	47%
Vision Insurance:	47%
Life Insurance:	13%
Paid Vacation:	67%
Paid Sick Leave:	40%
Retirement Plan:	20%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Bakers work part-time averaging 32 hours per week. Some work full-time at an average of 40 hours weekly.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 8.00	\$6.05
New Hires, With Experience:	\$5.75 - 8.50	\$6.50
After Three Years With Firm:	\$6.50 - 15.50	\$9.00

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Mastery of baking equipment
 Pastry decorating skills
 Ability to write legibly
 Oral communication skills
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 25 lbs. repeatedly
 Willingness to work with close supervision
 Ability to work independently
 Ability to work under pressure
 Organizational skills
 Basic math skills
 Ability to read and follow instructions

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Bakery Clerk

O*NET: 51-3011.01 Bakers, Bread and Pastry

Related DOT Code: 313.361-010, 313.361-038, 313.381-010, 313.381-018, 313.381-026

Promotional Opportunities May be promoted to Bakery Manager

Turnover: The rate is 21.3% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, walk-in applicants, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Employer Responses: 15 employers, representing 89 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 120 to 150 (Medium)

Growth Projections: New jobs through 2004: 30
 Separations to 2004: 30
 Total Openings: 60

Growth Trends: The new job growth rate over seven years is 25%, which is growing faster than the average new job growth rate of 20.2% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Gender: Employers responding indicate 34% of workers are male, 66% are female.

BILLING, COST, AND RATE CLERKS**OES 553440**

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require a high school diploma or equivalent. No employers surveyed indicate they require or prefer technical or vocational training prior to hire. However, most express they will accept training as a substitute for previous work experience.

Experience: Most employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of medical billing, bookkeeping, sales, or other insurance billing experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

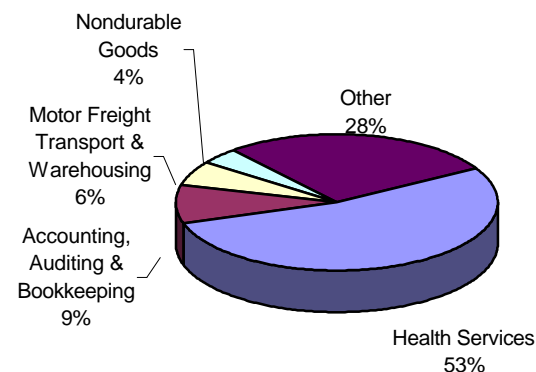
Medical Insurance:	93%
Dental Insurance:	67%
Vision Insurance:	53%
Life Insurance:	13%
Paid Vacation:	93%
Paid Sick Leave:	87%
Retirement Plan:	27%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Billing, Cost, and Rate Clerks work full-time at an average of 40 hours per week.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 9.59	\$6.50
New Hires, With Experience:	\$5.75 - 10.00	\$8.00
After Three Years With Firm:	\$7.50 - 13.00	\$10.00

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Data entry skills
 Record keeping skills
 Alphabetic and numeric filing skills
 Bookkeeping skills
 Knowledge of medical terminology and insurance billing
 Statistical typing skills
 Ability to follow billing procedures
 Telephone answering skills
 Ability to write effectively and legibly
 Ability to type at least 45 wpm
 Ability to sit continuously for 2 or more hours
 Willingness to work with close supervision
 Basic math skills
 Oral communication skills
 Basic computer skills include word processing, spreadsheet, and database

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Payable and Receivable Clerks, Biller, and Customer Representatives

O*NET: 43-3021.01 Statement Clerks
 43-3021.02 Billing, Cost, and Rate Clerks
 43.3021.03 Billing, Posting, & Calc. Machine Operator

DOT: 214.362-026 Invoice Control Clerk;
 214.362-042 Billing Clerk; 214.387-010; 214.482-018,
 216.382-034; 214.382-014; 214.362-022

Career Ladders: May be promoted to office manager, assistant administrator, general accountant

Turnover: The rate is 10% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market

Experienced applicants: Not Competitive
 Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 40 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 130 to 160 (Medium)

Growth Projections: New jobs through 2004: 30
 Separations to 2004: 20
 Total Openings: 50

Growth Trends: The new job growth rate over seven years is 23.1%, which is growing faster than the average job growth rate of 20.2% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 12% of workers are male, 88% are female.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS**OES 553380**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. This training has been expressed as accounts payable, payroll, bookkeeping, or other accounting-related courses.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to require 9 - 36 months experience in bookkeeping or accounting.

Skills and Qualifications:

Accounting skills
 Able to conduct an audit
 Bookkeeping skills
 Payroll processing skills
 Spreadsheet, word processing, and database skills
 Telephone answering skills
 Able to write effectively and legibly
 Able to perform routine, repetitive work
 Willingness to work with close supervision
 Able to pay attention to detail
 Public contact skills
 Able to work independently
 Basic math skills
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 8.63	\$7.91
New Hires, W/ Experience	\$6.00 - 13.00	\$8.88
After Three Years W/ Firm	\$8.00 - 16.00	\$11.26

Hours Worked: Almost all Bookkeeping, Accounting, & Auditing Clerks work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	56%	38%
Dental Insurance	44%	38%
Vision Insurance	38%	25%
Life Insurance	44%	19%
Sick Leave	63%	13%
Vacation	88%	6%
Retirement Plan	19%	44%
Child Care	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Turnover: Among employers surveyed, the rate is 20.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 1000 to 1090 (Very Large)

Gender: Employers indicated 80% of workers are female; 20% male.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	90
Separations to 2004:	130
Total Openings:	220

Growth Trends: The new job growth rate over seven years is 9% which is slower than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

Government	18%
Educational Services	10%
Amusement & Recreation Services	7%
Food Stores	5%
Automotive Dealers & Gasoline Service Stations	5%
Real Estate	4%
Miscellaneous Retail	3%
Health Services	3%
Construction -- Special Trade Contractors	3%
Accounting, Auditing, & Bookkeeping	3%
Motor Freight Transportation & Warehousing	2%
Eating & Drinking Places	2%
Other	35%

OTHER INFORMATION:**Alternate Job Titles:**

Clerk, Accounts Receivable; Accounts Payable Clerk, Payroll
Fiscal Assistant, Assistant Office Manager, District Bookkeeper

O*NET: 43-3021.02 Billing, Cost & Rate Clerks
43.3031.00 Bookkeeping, Accounting & Auditing Clerks
43.4011.00 Brokerage Clerks

DOT: 210.382-010 Audit Clerk; 210.382-014 Bookkeeper;
210.382-046 General Ledger Bookkeeper; 216.362-014;
216.482-010; 216.382-022; 216.362-026

Promotional Opportunities: May be promoted to Assistant Manager; Account Clerk II & III; Accounting Manager; Business Manager; Office Manager

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 49 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

YEAR STUDIED: 1999

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

OES 853110

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent. Many indicate they require or prefer technical or vocational training prior to employment.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 60 months of auto mechanic, heavy equipment, diesel engine, or other mechanical-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	88%
Vision Insurance:	76%
Life Insurance:	24%
Paid Vacation:	82%
Paid Sick Leave:	53%
Retirement Plan:	41%

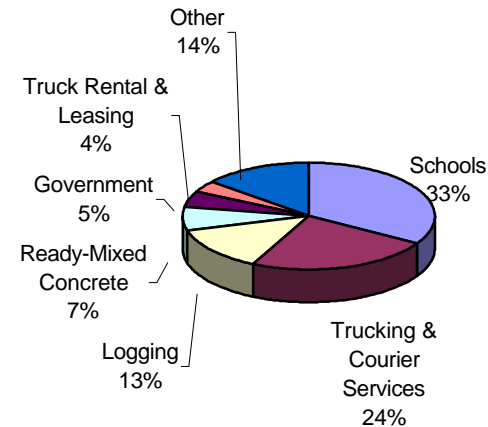
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Bus & Truck Mechanics work full-time averaging 41 hours per week.

<u>Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	N/A	\$9.28 - 10.65	\$9.97
New Hires, With Experience:	\$8.50 - 15.87	\$10.22 - 13.46	\$11.00
After Three Years With Firm:	\$11.00 - 21.00	\$11.27 - 17.41	\$15.00

WHERE THE JOBS ARE



QUALIFICATIONS**Employers rated the following qualifications very important:**

Automobile body and fender repair skills
 Ability to operate electronic automotive diagnostic equipment
 Knowledge of hydraulics
 Ability to operate electric testing equipment
 Ability to repair diesel engines
 Knowledge of basic auto mechanics
 Ability to implement safe work practices
 Ability to use hand tools
 Welding skills
 Possession of a valid Class A driver's license
 Possession of a valid Class B driver's license
 Ability to lift at least 75 lbs. repeatedly
 Ability to provide own hand tools
 Public contact skills
 Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Mechanic, Director of Vehicle Maintenance

O*NET: 49-3031.00 Bus and Truck Mechanics and Diesel Engine Specialists

DOT: 620.281-050 Mechanic, Industrial Truck; 620.281-046; 625.281-010 Diesel Mechanic; 625.281-014; 620.281-058

Career Ladders: May be promoted to lead mechanic or management position

Turnover: The rate is 10.2% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers report their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market

Experienced applicants: Not Competitive
 Inexperienced applicants: Very Competitive

Employer Responses: 17 employers, representing 49 employees, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 90 to 120 (Medium)

Growth Projections: New jobs through 2004: 30
 Separations to 2004: 20
 Total Openings: 50

Growth Trends: The new job growth rate over seven years is 33.3%, which is growing much faster than the average job growth rate of 20.2% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 94% of workers are male, 6% female.

BUS DRIVERS -- SCHOOL**OES 971110**

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Some indicate they require vocational or technical training prior to hire. This training is expressed as achieving a school bus driver's license or bus driving certificate.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to require 6 - 12 months experience in bus driving.

Skills and Qualifications:

Automotive maintenance and minor repair skills
 Able to administer emergency first aid
 Tire changing skills
 Map reading skills
 Able to perform cardio pulmonary resuscitation
 Possession of a valid Class B driver's license
 Able to handle crisis situations
 Willingness to work with close supervision
 Able to work independently
 Able to work under pressure
 Possession of a good Department of Motor Vehicles driving record
 Able to exercise patience
 Able to read and follow instructions
 Oral communication skills

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 10.05	\$9.75 - 11.41	\$9.31	\$10.31
New Hires, W/ Experience	\$8.32 - 11.48	\$10.31 - 11.54	\$9.90	\$10.85
After Three Years W/ Firm	\$9.37 - 13.16	\$10.85 - 12.74	\$11.06	\$12.07

Hours Worked: Many School Bus Drivers work part-time averaging 28 hours per week. Some work full-time at an average of 39 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost	
	FT	PT	FT	PT
Medical Insurance	78%	11%	0%	17%
Dental Insurance	78%	11%	0%	17%
Vision Insurance	78%	11%	0%	17%
Life Insurance	22%	11%	0%	11%
Sick Leave	78%	22%	0%	0%
Vacation	56%	22%	0%	0%
Retirement Plan	17%	6%	56%	17%
Child Care	0%	0%	6%	0%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 15.5% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 220 to 240 (Large)**Gender:** Employers indicated 65% of workers are female; 35% male.**Projections:**

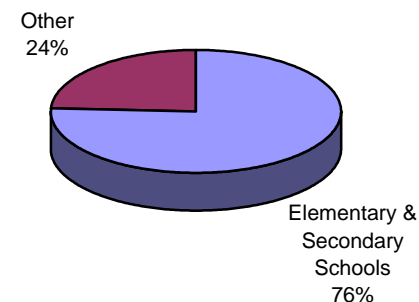
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 20

Separations to 2004: 30

Total Openings: 50

Growth Trends: The new job growth rate over seven years is 9% which is slower than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are**OTHER INFORMATION:****Alternate Job Titles:** Bus Drivers**O*NET:** 53-3022.00 Bus Drivers, School**DOT:** 913.463-010 Bus Driver

Promotional Opportunities: May be promoted to Dispatcher; Bus Driver Trainer; Director of Transportation

Union/Collective Bargaining: Many employers indicated their employees are unionized for this occupation.

Employer Responses: 18 employers, representing 181 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CARPENTERS**OES 871020**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require a high diploma or equivalent. Few employers indicate that vocational or technical training is required prior to employment. Many report that training is generally not acceptable as a substitute for prior work experience.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to require 12 - 60 months experience in various carpentry or construction work.

Skills and Qualifications:

Shop math skills
 Able to read blueprints
 Able to use drafting tools
 Cost estimating skills
 Rough and Finish carpentry skills
 Drywall installation and repair skills
 Able to climb to high places
 Able to perform strenuous, physically demanding work
 Possession of agility and coordination
 Able to lift at least 50 pounds repeatedly
 Able to provide own hand tools
 Possession of a reliable vehicle
 Possession of a good Department of Motor Vehicle driving record
 Able to work independently
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 8.00	\$7.50
New Hires, W/ Experience	\$7.00 - 25.00	\$14.98
After Three Years W/ Firm	\$9.00 - 30.00	\$18.50

Hours Worked: Most Carpenters work full-time averaging 40 hours week. Some work seasonally at an average of 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	13%	13%
Dental Insurance	6%	0%
Vision Insurance	6%	0%
Life Insurance	6%	0%
Sick Leave	6%	0%
Vacation	38%	0%
Retirement Plan	19%	6%
Child Care	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

Turnover: Among employers surveyed, the rate is 9.7% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 400 to 560 (Very Large)**Gender:** Employers indicated 100% of workers are male, 0% female.**Projections:**

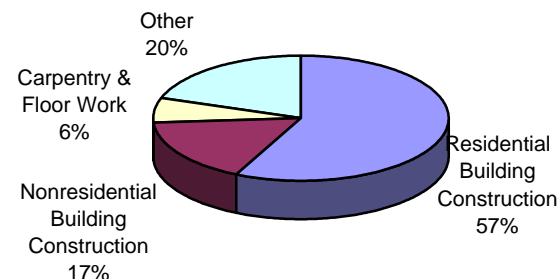
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 160

Separations to 2004: 90

Total Openings: 250

Growth Trends: The new job growth rate over seven years is 40% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to grow over the next two years. Some anticipate employment remaining stable over this period.

Where The Jobs Are**OTHER INFORMATION:****Alternate Job Titles:** Journeyman

O*NET: 47.2031.01 Construction Carpenters
 47.2031.02 Rough Carpenters
 47.2031.03 Carpenter Assemblers & Repairers

DOT: 860.381-022 Carpenter; 860.381-042 Rough Carpenter;
 860.664-010; 860.681-010, 860.281-010

Promotional Opportunities: May be promoted to Supervisor; Foreman

Union/Collective Bargaining: Few employers indicated responding their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 72 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CHILD CARE WORKERS**OES 680380**

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. No employers require any college degree. Almost all employers require vocational training, with most requiring 6 units minimum of Early Childhood Education classes. Few employers require 12 or more units and an Early Childhood Education Certificate, which may take two semesters or 8 - 9 months to complete.

Experience: No employers report they require experience in this occupation.

Skills and Qualifications:

Aptitude for children
 Ability to read and follow instructions
 Ability to write legibly and effectively
 Basic math skills
 Oral communication skills
 Oral reading skills
 Musical skills
 Ability to administer emergency first aid
 Knowledge of early childhood development
 Understanding of a variety of cultures
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 40 lbs. repeatedly
 Ability to exercise patience
 Ability to work under pressure and handle crisis situations
 Possession of a clean police record

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.47	\$6.25
New Hires, W/ Experience	\$6.25 - 10.51	\$6.86
After Three Years W/ Firm	\$6.50 - 11.18	\$7.50

Hours Worked: Some Child Care Workers work full-time and average 36 hours per week; most work part-time averaging 22 hours per week. All employers report having day shifts; few have swing shifts or overnight shifts.

Benefits (% of Employers* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>	
	FT	PT	FT	PT
Medical Insurance	50%	7%	33%	7%
Dental Insurance	50%	13%	0%	0%
Vision Insurance	50%	13%	0%	0%
Life Insurance	33%	0%	0%	0%
Sick Leave	100%	20%	0%	7%
Vacation	83%	20%	0%	7%
Retirement Plan	0%	0%	50%	13%
Child Care	17%	0%	0%	7%

*Percentages are based on 6 employers responding for full-time, and 15 for part-time.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	NA*	
Moderately Difficult	NA*	X
Not Difficult	NA*	

* None of the employers responding to this survey required experience.

The Job Market

Experienced applicants: Not Applicable

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: employee referrals, newspaper ads, and EDD.

Turnover: Among employers surveyed, the rate is 38.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 170 to 220 (Large)

Gender: Employers indicated 99% of workers are female; 1% male.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	50
Separations to 2004:	10
Total Openings:	60

Growth Trends: The new job growth rate over seven years is 29% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their employment in this occupation to remain stable over the next two years. Few employers project their employment to grow in the next two years.

Where The Jobs Are

Child Day Care Services
Residential Care
Miscellaneous Amusement or Recreation Service
Health Clubs

OTHER INFORMATION:

Alternate Job Titles: Teacher's Assistant

O*NET: 39-9011.00 Child Care Workers

DOT: 359.674-010 Child Care Attendant, School
359.677-010 Attendant, Children's Institution
359.677-018 Nursery School Attendant
359.677-026 Playroom Attendant

Promotional Opportunities: May be promoted to Pre-School Teacher (if required education completed).

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 98 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COMPUTER PROGRAMMERS, INCLUDING AIDES**OES 251051**

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a bachelor's degree. Among employers surveyed, none indicate requiring training prior to employment, as they place an emphasis on prior work experience in seeking candidates for hire.

Experience: All employers surveyed report they require work experience in this occupation. They tend to require 24 - 48 months experience in computer programming.

Skills and Qualifications:

Able to write computer programs for various purposes
 Able to communicate effectively with others in writing
 Able to understand written sentences and paragraphs in work documents
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to find ways to structure or classify multiple pieces of information
 Able to identify the nature of problems
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to generate a number of different approaches to problems
 Able to analyze needs and product requirements to create a design
 Able to determining the cause of an operating error and fix it
 Able to work independently
 Able to work under pressure

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient Data	Insuff. Data
New Hires, W/ Experience	\$13.42 - 26.37	\$17.63
After Three Years W/ Firm	\$19.48 - 30.21	\$25.50

Hours Worked: Among those surveyed, all Computer Programmers, including Aides, work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	50%	50%
Dental Insurance	50%	25%
Vision Insurance	25%	25%
Life Insurance	25%	25%
Sick Leave	75%	0%
Vacation	100%	0%
Retirement Plan	25%	25%
Child Care	0%	0%

*Percentage is based on 4 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	*N/A
Moderately Difficult		*N/A
Not Difficult		*N/A

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Applicable

*None of the surveyed employers required previous work experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges & universities, and the Internet.

Turnover: Among employers surveyed, the rate is 0% for employees in this occupation over the past 12 months.

Size of Occupation:

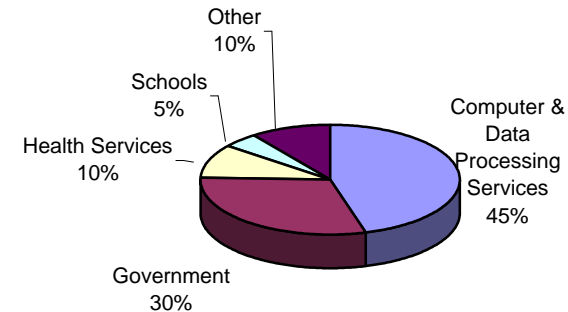
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 60 to 70 (Small)**Gender:** Employers indicated 100% of workers are male, 0% female.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	10
Separations to 2004:	10
Total Openings:	20

Growth Trends: The new job growth rate over seven years is 17% which is growing slower than the average new job growth rate of 19% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: Management Information Systems Director

O*NET: 15-1021.00 Computer Programmers
 15-1032.00 Computer Software Engineers, Systems Software
 15-1051.00 Computer Systems Analysts

DOT: 030.162-010 Computer Programmer;
 030.162-018 Programmer, Engineering and Scientific;
 030.167-010 Chief, Computer Programmer

Promotional Opportunities: May be promoted to Systems Analyst

Union/Collective Bargaining: No employers indicated their employees were unionized for this occupation.

Employer Responses: 4 employers, representing 9 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COMPUTER SUPPORT SPECIALISTS**OES 251040**

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require a high school diploma or equivalent. Some require a bachelor's degree. Some employers require or prefer new hires to have at least twelve months of vocational or technical training.

Experience: All employers report they require or prefer experience in this occupation, with most requiring at least two years of experience. Some employers allow substitution of technical training for experience.

Skills and Qualifications:

Basic math skills
 Ability to read and follow instructions
 Oral communication skills
 Ability to write legibly and effectively
 Knowledge of microcomputer hardware and operating systems
 Knowledge of Microsoft systems, networks, and applications software
 Knowledge of wordprocessing, spreadsheet, and database programs
 Ability to use operating manuals
 Knowledge of internet access
 Understanding of wide area and local area networks
 Ability to troubleshoot
 Ability to utilize good teaching techniques
 Customer service skills
 Ability to work under pressure

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	Insufficient Data	N/A	Insuff. Data	N/A
New Hires, W/ Experience	\$10.00 - 23.01	\$14.31 - 19.12	\$12.77	\$15.71
After Three Years W/ Firm	\$11.70 - 34.52	\$17.44 - 21.08	\$16.00	\$18.19

Hours Worked: Almost all Computer Support Specialists work full-time averaging 41 hours per week and work day shifts. Few employers require swing shifts or on-call status.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All or Not Provided
Medical Insurance	67%	28%	5%
Dental Insurance	61%	28%	11%
Vision Insurance	50%	17%	33%
Life Insurance	67%	0%	33%
Sick Leave	89%	0%	11%
Vacation	94%	0%	6%
Retirement Plan	22%	56%	22%
Child Care	0%	0%	100%

*Percentages are based on 18 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: the internet, newspaper ads, in-house promotion or transfer, and school/program/college referrals.

Turnover: Among employers surveyed, the rate is 19.2% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 140 to 240 (Large)

Gender: Employers indicated 86% of workers are male; 14% female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 100

Separations to 2004: 10

Total Openings: 110

Growth Trends: The new job growth rate over seven years is 71% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Some employers project their firm's employment in this occupation to grow over the next two years. Most employers project their employment to remain stable the next two years.

Where The Jobs Are

Computer & Data Processing Services
Local Government, Except Hospitals & Education
State Government, Except Hospitals & Education
Education
Hospitals
Elementary & Secondary Schools
Commercial Banks
Telephone Communications

OTHER INFORMATION:

Alternate Job Titles: Systems Analyst; Network Support Engineer; Information Technology Support Specialist; Computer Technician

O*NET: 15-1041.00 Computer Support Specialists

DOT: 039.264-010 Microcomputer Support Specialist; 033.162-018 Technical Support Specialist; 031.262-014 Network Control Operator; 030.167-014 Systems Analyst; & 5 related.

Promotional Opportunities: May be promoted to Project Manager; Network Administrator; MIS Director; General Manager

Union/Collective Bargaining: Some employers indicated their employees are unionized for this occupation.

Employer Responses: 18 employers, representing 58 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COOKS -- INSTITUTION OR CAFETERIA**OES 650280**

Institution or Cafeteria Cooks, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer vocational training prior to hire. Many employers express that they will accept training as a substitute for prior work experience.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months experience as a cook, food preparer, or other restaurant and food service experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

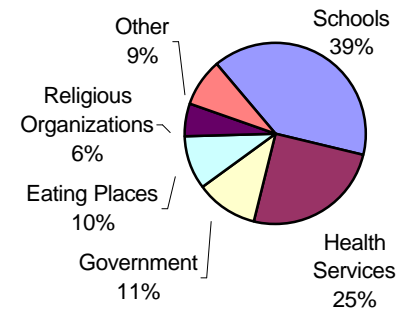
	<u>Full-Time</u>
Medical Insurance:	83%
Dental Insurance:	83%
Vision Insurance:	83%
Life Insurance:	33%
Paid Vacation:	83%
Paid Sick Leave:	89%
Retirement Plan:	61%

*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Institution and Cafeteria Cooks work full-time averaging 40 hours per week. Some work part-time at an average of 20 hours weekly.

<u>Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$8.00 - 8.00	\$6.68 - 9.10	\$8.00
New Hires, With Experience:	\$5.75 - 9.67	\$6.99 - 9.21	\$8.44
After Three Years With Firm:	\$6.25 - 10.46	\$7.74 - 11.90	\$9.50

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to plan and organize the work of others
 Ability to cook ethnic foods
 Food baking skills
 Pastry making skills
 Food preparation skills
 Institutional cooking skills
 Meat carving skills
 Food buying skills
 Menu planning skills
 Knowledge of proper nutrition
 Ability to lift at least 30 lbs. repeatedly
 Willingness to work with close supervision
 Ability to work under pressure
 Ability to write effectively and legibly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Food Service Technician, Cafeteria Manager

O*NET: 35-2012.00 Cooks, Institution and Cafeteria

Related DOT Code: 313.381-030, 315.361-010, 315.371-010, 315.381-010, 315.381-026

Promotional Opportunities: May be promoted to Food Services Supervisor, Food Service Coordinator, Head Cook

Turnover: The rate is 7.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Most employers surveyed report their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market

Experienced applicants: Moderately Competitive
 Inexperienced applicants: Very Competitive

Employer Responses: 18 employers, representing 63 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 190 to 200 (Large)

Growth Projections: New jobs through 2004: 10
 Separations to 2004: 40
 Total Openings: 50

Growth Trends: The new job growth rate over seven years is 5.3%, slower than the average job growth rate of 20.2% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 10% of workers are male, 90% are female.

COOKS -- RESTAURANT**OES 650260**

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require at least a high school diploma or equivalent. Some indicate they require or prefer food preparation training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to require 6 - 24 months experience cooking.

Skills and Qualifications:

Able to determine the kind of tools and equipment needed to do a job
 Able to inspect and evaluate the quality of products
 Sauce making skills
 Able to plan and organize the work of others
 Able to cook ethnic foods
 Food baking skills
 Food buying skills
 Menu planning skills
 Able to write effectively and legibly
 Able to pass a pre-employment medical examination
 Able to stand continuously for 2 or more hours
 Able to lift at least 30 pounds repeatedly
 Willingness to work with close supervision
 Able to work under pressure
 Basic math skills
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 7.50	\$6.50
New Hires, W/ Experience	\$5.75 - 8.50	\$7.00
After Three Years W/ Firm	\$7.50 - 11.00	\$9.00

Hours Worked: Most Restaurant Cooks work full-time averaging 40 hours per week. Some work part-time averaging 27 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost	
	FT	PT	FT	PT
Medical Insurance	6%	0%	28%	0%
Dental Insurance	11%	0%	22%	0%
Vision Insurance	11%	0%	22%	0%
Life Insurance	11%	0%	11%	0%
Sick Leave	17%	0%	6%	0%
Vacation	44%	6%	6%	0%
Retirement Plan	0%	0%	22%	0%
Child Care	0%	0%	0%	0%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and the Employment Development Department.

Turnover: Among employers surveyed, the rate is 34.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 400 to 440 (very Large)**Gender:** Employers indicated 73% of workers are male; 27% female.**Projections:**

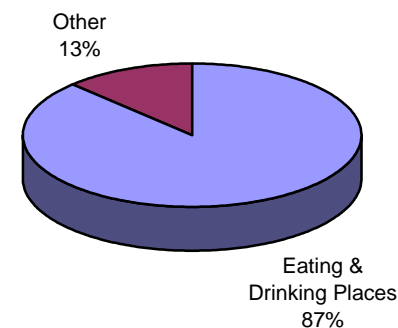
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 40

Separations to 2004: 90

Total Openings: 130

Growth Trends: The new job growth rate over seven years is 10% which is growing slower than the average new job growth rate of 19% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are**OTHER INFORMATION:****Alternate Job Titles:** Kitchen Manager**O*NET:** 35-2014.00 Cooks, Restaurant

DOT: 313.361-014 Cook; 313.361-018 Cook, Apprentice; 313.361-030 Cook, Specialty, Foreign Food; 313.361.030; 313.381-022; 315.361-022; 315.381-018; 313.281-010

Promotional Opportunities: May be promoted to Kitchen Manager, Kitchen Supervisor, or Restaurant Manager

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 18 employers, representing 125 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CORRECTION OFFICERS AND JAILERS**OES 630170**

Correction Officers and Jailers guard inmates in penal or rehabilitation institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require a high school diploma or equivalent. Although not a requirement, many indicate they prefer vocational training prior to hire. Employers require new hires to successfully complete during the probation period a standards training course certified by a valid Peace Officer Standards and Training (POST) basic academy.

Experience: Most employers report they prefer work experience in this occupation prior to hire. They tend to require 6 - 12 months experience as correctional officer or in other law enforcement.

Skills and Qualifications:

Being aware of others' reactions and understand why they react the way they do

Able to talk to others to effectively convey information

Able to identify the nature of problems

Able to know how to find information and to identify essential information

Able to listen to what others are saying and ask questions as appropriate

Able to identify the things that must be changed to achieve a goal

Able to weigh the relative costs and benefits of a potential action

Able to plan and organize the work of others

Able to administer emergency first aid

Possession of a Firearms Qualifications Card

Able to write effectively and legibly

Able to pass a pre-employment medical examination

Able to pass a physical performance test

Understanding of a variety of cultures

Able to handle crisis situations

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.42 - 13.05	\$11.43
New Hires, W/ Experience	\$7.42 - 15.88	\$12.00
After Three Years W/ Firm	\$8.47 - 17.32	\$13.23

Hours Worked: Almost all Correction Officers and Jailers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	60%	40%
Dental Insurance	60%	40%
Vision Insurance	60%	0%
Life Insurance	100%	0%
Sick Leave	80%	0%
Vacation	80%	0%
Retirement Plan	40%	40%
Child Care	0%	0%

*Percentage is based on 5 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	*N/A	X
Moderately Difficult	*N/A	
Not Difficult	*N/A	

The Job Market

Experienced applicants: Not Applicable

Inexperienced applicants: Not Competitive

*None of the surveyed employers required previous experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and the Employment Development Department.

Turnover: Among employers surveyed, the rate is 27.9% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 210 to 270 (Large)**Gender:** Employers indicated 54% of workers are male; 46% female.**Projections:**

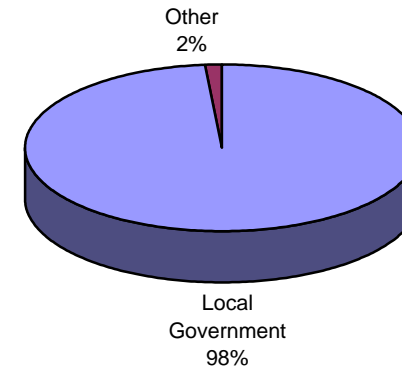
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 60

Separations to 2004: 50

Total Openings: 110

Growth Trends: The new job growth rate over seven years is 29% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate employment to remain stable over this period.

Where The Jobs Are**OTHER INFORMATION:****Alternate Job Titles:** Deputy Sheriff I, Sheriff's Jailer**O*NET:** 33-3012.00 Correctional Officers and Jailers**DOT:** 372.367-014 Jailer; 372.567-014 Guard, Immigration; 372.667-018 Correction Officer; 372.677-010; 375.367-010**Promotional Opportunities:** May be promoted to Corporal; Correctional Corporal; Deputy Sheriff II & III; Supervisor**Union/Collective Bargaining:** All employers indicated their employees are unionized for this occupation.**Employer Responses:** 5 employers, representing 154 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COST ESTIMATORS**OES 219020**

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school diploma or equivalent. Many require at least an associate's degree, while some require a bachelor's degree prior to hire. Few employers indicate they require vocational or technical training prior to hire.

Experience: Among those surveyed, all employers report they require or prefer work experience in this occupation. They tend to require 24 - 48 months experience as a cost estimator.

Skills and Qualifications:

Know how to find information and identify essential information
 Able to use mathematics to solve problems
 Able to prepare flow charts and read blueprints
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to find ways to structure or classify multiple pieces of information
 Accounting skills
 Basic construction skills
 Understanding of building codes
 Cost estimating skills
 Analytical skills
 Able to use spreadsheet software
 Able to pay attention to detail
 Able to work under pressure

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient Data	Insuff. Da
New Hires, W/ Experience	\$10.00 - 25.00	\$13.19
After Three Years W/ Firm	\$11.51 - 29.97	\$15.00

Hours Worked: Among employers surveyed, all Cost Estimators work full time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	50%	42%
Dental Insurance	17%	33%
Vision Insurance	8%	33%
Life Insurance	25%	17%
Sick Leave	42%	0%
Vacation	83%	0%
Retirement Plan	8%	42%
Child Care	0%	0%

*Percentage is based on 12 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Turnover: Among employers surveyed, the rate is 3.4% for employees in this occupation over the past 12 months.

Size of Occupation:

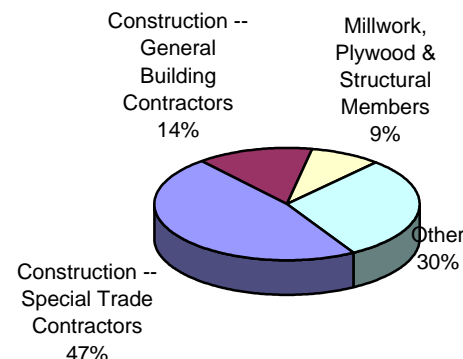
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 50 to 70 (Small)**Gender:** Employers indicated 93% of workers are male; 7% female.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	20
Separations to 2004:	10
Total Openings:	30

Growth Trends: The new job growth rate over seven years is 40% which is much faster than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: Estimator, Salesperson/Estimator, Repair Cost Estimator

O*NET: 13-1051.00 Cost Estimators
43-5061.00 Production, Planning & Expediting Clerks

DOT: 169.267-038 Estimator; 221.367-014 Estimator, Printing; 221.482-014 Lumber Estimator; 221.362-018

Promotional Opportunities: May be promoted to Head of Sales, Assistant Manager, Division Manager

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 12 employers, representing 29 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

DENTAL ASSISTANTS**OES 660020**

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. Almost all indicate they require or prefer technical or vocational training prior to hire. To become registered as a dental assistant, candidates must graduate from a board-approved dental assistant program or complete 18 months of on-the-job training as a dental assistant for a California-licensed dentist.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to require 6 - 18 months experience as a dental assistant.

Skills and Qualifications:

Able to adjust actions in relation to others' actions
 Able to listen to what others are saying and ask questions as appropriate
 Able to talk to others to effectively convey information
 Completion of courses in biological sciences
 Able to do ultrasonic scaling
 Able to complete and explain insurance forms
 Able to perform or assist with dental procedures
 Understanding of coronal polishing
 Record keeping skills
 Knowledge of dental materials
 Word processing and database skills
 Able to follow billing procedures
 Possession of a Radiation Safety Certificate
 Able to write effectively and legibly
 Good grooming skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 9.00	\$7.92
New Hires, W/ Experience	\$7.50 - 13.00	\$10.00
After Three Years W/ Firm	\$8.64 - 15.00	\$12.00

Hours Worked: Almost all Dental Assistants work full-time averaging between 32 - 38 hours per week. A few work part-time at an average of 23 weekly hours.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	35%	35%
Dental Insurance	47%	41%
Vision Insurance	18%	6%
Life Insurance	18%	6%
Sick Leave	94%	0%
Vacation	94%	0%
Retirement Plan	53%	24%
Child Care	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 31.2% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 180 to 230 (Large)**Gender:** Employers indicated 100% of workers are female, 0% male.**Projections:**

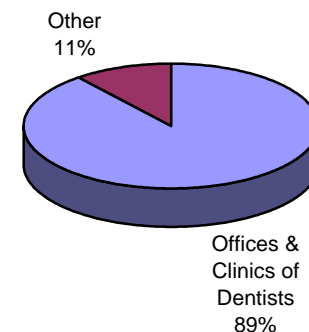
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 50

Separations to 2004: 20

Total Openings: 70

Growth Trends: The new job growth rate over seven years is 28% which is faster than the average new job growth rate of 19% for all occupations in the consortium. Most employers project their employment in this occupation to remain stable over the next two years; some project growth.

Where The Jobs Are**OTHER INFORMATION:****Alternate Job Titles:** Registered Dental Assistant**O*NET:** 31-9091.00 Dental Assistants**DOT:** 079.361-018 Dental Assistant

Promotional Opportunities: May be promoted to office manager, receptionist, head assistant, coordinator, and dental hygienist with additional training

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 17 employers, representing 77 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

DENTAL HYGIENISTS**OES 329080**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require at least an associate's degree prior to hire. Some require a bachelor's degree. Additionally, it is required by the State that candidates for hire graduate from a 24-month board-approved dental hygiene program.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 24 months of prior experience as a dental hygienist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

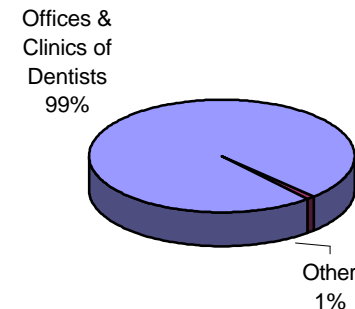
Medical Insurance:	56%
Dental Insurance:	44%
Vision Insurance:	6%
Life Insurance:	13%
Paid Vacation:	56%
Paid Sick Leave:	50%
Retirement Plan:	38%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Dental Hygienists work part-time averaging 14 hours per week. Many work full-time at an average of 30 hours weekly.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$24.00 - \$35.16	\$31.00
New Hires, With Experience:	\$27.00 - \$40.00	\$34.00
After Three Years With Firm:	\$30.00 - \$50.00	\$38.00

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to follow laboratory procedures
 Ability to perform or assist with dental procedures
 Understanding of good diet and nutrition
 Knowledge of anesthesiology
 Possession of a Radiation Safety Certificate
 Ability to write effectively and legibly
 General clerical & record keeping skills
 Public contact skills / oral communication skills
 Ability to work independently
 Ability to work with close supervision
 Ability to complete work thoroughly and with preciseness
 Ability to read and follow instructions

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Registered Dental Hygienist

O*NET: 29-2021.00 Dental Hygienist

Related DOT Code: 078.361-010

Promotional Opportunities: May be promoted to Office Administrator/Manager

Turnover: The rate is 23.5% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, private employment agencies, and colleges/universities.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Employer Responses: 16 employers, representing 34 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 120 to 150 (Medium)

Growth Projections: New jobs through 2004: 30
 Separations to 2004: 20
 Total Openings: 50

Growth Trends: The new job growth rate over seven years is 25%, which is growing faster than average. The average job growth rate for all occupations in the consortium is 20.2%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Gender: Employers responding indicate 3% of workers are male, 97% are female.

DISPATCHERS -- POLICE, FIRE, AND AMBULANCE**OES 580020**

Dispatchers-Police, Fire, and Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. No employer indicates that vocational or technical training is required prior to hire, as emphasis is placed upon on-the-job training.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to require 6 - 12 months experience as a dispatcher or a related field.

Skills and Qualifications:

Able to listen to what others are saying and ask questions as appropriate

Able to talk to others to effectively convey information

Able to actively look for ways to help people

Able to identify the nature of problems

Know how to find information and identify essential information

Able to weigh the relative costs and benefits of a potential action

Able to adjust actions in relation to others' actions

Able to control operations of equipment or systems

Able to write effectively and legibly

Able to perform basic mathematical computations

Able to read and follow instructions

Willing to work with close supervision

Able to work independently

Able to use a computer terminal

Knowledge of local streets

Map reading skills

Filing skills (alpha and numeric)

Able to handle crisis situations

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 10.90	\$9.09 - 13.05	\$9.78	\$10.79
New Hires, W/ Experience	\$5.75 - 10.90	\$10.04 - 14.70	\$10.56	\$10.43
After Three Years W/ Firm	\$8.39 - 12.02	\$11.08 - 17.86	\$11.33	\$12.81

Hours Worked: Among employers surveyed, all Police, Fire, and Ambulance Dispatchers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	63%	38%
Dental Insurance	63%	38%
Vision Insurance	50%	25%
Life Insurance	88%	0%
Sick Leave	63%	0%
Vacation	88%	0%
Retirement Plan	63%	13%
Child Care	0%	0%

*Percentage is based on 8 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Turnover: Among employers surveyed, the rate is 33.8% for employees in this occupation over the past 12 months.

Size of Occupation:

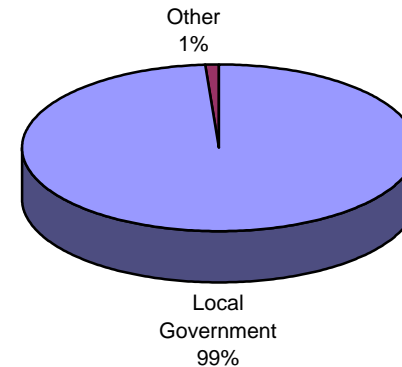
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 80 to 80 (Small)**Gender:** Employers indicated 87% of workers are female; 13% male.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	0
Separations to 2004:	10
Total Openings:	10

Growth Trends: The new job growth rate over seven years is 0% indicating no growth over this period. The average job growth rate for all occupations in the consortium is 19%. Almost all employers project their employment in this occupation to remain stable over the next two years.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: Communications Operator, Public Safety Dispatcher, Communication Dispatcher, Emergency Dispatcher

O*NET: 43-5031.00 Police, Fire, and Ambulance Dispatchers

DOT: 379.362-010 Dispatcher, Radio; 379.162-010 Alarm Operator; 379.362-018 Telecommunicator

Promotional Opportunities: May be promoted to Communication Coordinator; Communication Supervisor; Community Service Officer; Communication Dispatcher II

Union/Collective Bargaining: Most employers indicated their employees are unionized for this occupation.

Employer Responses: 8 employers, representing 68 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

DRAFTERS**OES 225140**

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few employers require an associate's degree. Most employers require vocational or technical training in drafting, computer-assisted design, and surveying.

Experience: All employers report they require or prefer experience in this occupation, and almost all require at least one year of experience; and some require three years of experience.

Skills and Qualifications:

Ability to read and follow instructions
 Oral communication skills
 Ability to write legibly and effectively
 Knowledge of geometry
 Knowledge of trigonometry
 Ability to read blueprints
 Freehand drawing skills
 Computer assisted design (CAD) skills
 AutoCAD software and/or Release 14
 Willingness to work with close supervision
 Ability to work independently

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$9.00 - 10.00	Insufficient Data	\$9.31	Insuff. Data
New Hires, W/ Experience	\$9.00 - 17.50	\$13.53 - 19.51	\$13.25	\$15.17
After Three Years W/ Firm	\$12.00 - 24.00	\$15.96 - 21.51	\$15.00	\$16.73

Hours Worked: Almost all Drafters work full-time averaging 40 hours per week and work day shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All or Not Provided
Medical Insurance	46%	46%	8%
Dental Insurance	23%	38%	38%
Vision Insurance	23%	31%	46%
Life Insurance	62%	15%	23%
Sick Leave	92%	0%	8%
Vacation	100%	0%	0%
Retirement Plan	23%	38%	38%
Child Care	0%	0%	100%

*Percentages are based on 13 employers responding for full-time workers.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, employee referrals, school/program referrals, and in-house promotion.

Turnover: Among employers surveyed, the rate is 10% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 60 to 80 (Small)

Gender: Employers indicated 88% of workers are male; 12% female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 20

Separations to 2004: 10

Total Openings: 30

Growth Trends: The new job growth rate over seven years is 33% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next 2 years.

Where The Jobs Are

Local Government, Except Hospitals & Education
State Government, Except Hospitals & Education
Miscellaneous Business Services
Engineering & Architectural Service
Manufacturing

OTHER INFORMATION:

Alternate Job Titles: Drafting Technician; Engineering Technician; Associate Engineer; Truss Designer; Mechanical Detailer

O*NET: 17-3011.01 Architectural Drafters
17-3011.02 Civil Drafters
17-3012.01 Electronic Drafters
17-3012.02 Electrical Drafters
17-3013.00 Mechanical Drafters

DOT: 017.261-026 Drafter, Commercial; 003.362-010 Design Technician, Computer-Aided; 007.281-010 Drafter, Mechanical; 010.281-010 Drafter, Directional Survey; and over 30 other related.

Promotional Opportunities: May be promoted to Junior Civil Engineer; Appraiser; Chief Estimator; Design Supervisor

Union/Collective Bargaining: Some employers indicated their employees are unionized for this occupation.

Employer Responses: 13 employers, representing 32 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

ELECTRICIANS**OES 872020**

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Does not include Protective Signal Installers and Repairers and Street Light Servicers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers require a high school diploma or equivalent. Few employers require an associate's degree. Many employers require vocational or technical training in electrical systems and construction, with union employers requiring certified apprenticeships.

Experience: Most employers report they require experience in this occupation. Almost all employers require or prefer at least two years of electrical or related experience.

Skills and Qualifications:

Ability to read and follow instructions
 Ability to write legibly and effectively
 Oral communication skills
 Shop math skills
 Possession of mechanical aptitude
 Possession of good color perception
 Ability to read blueprints
 Ability to install electrical equipment
 Soldering skills
 Ability to climb ladders and crawl under buildings
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 50 lbs. repeatedly
 Cost estimating skills
 Ability to provide own hand tools
 Willingness to work with close supervision
 Ability to work independently

WAGES AND BENEFITSWages:

	Non-Union Range	Union Range	Non-Union Median	Union Median
New Hires, No Experience	\$9.00 - 10.60	Insufficient Data	\$10.00	Insuff. Data
New Hires, W/ Experience	\$12.00 - 20.00	\$10.70 - 23.41	\$15.00	\$18.34
After Three Years W/ Firm	\$15.00 - 25.00	\$12.70 - 30.35	\$20.00	\$23.41

Hours Worked: Almost all Electricians work full-time averaging 40 hours per week. All employers have day shifts; few have swing shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	73%	0%
Dental Insurance	53%	0%
Vision Insurance	40%	0%
Life Insurance	40%	0%
Sick Leave	53%	0%
Vacation	80%	0%
Retirement Plan	20%	33%
Child Care	0%	0%

*Percentage is based on 15 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, EDD, employee referrals, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 3.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 180 to 230 (Large)**Gender:** Employers indicated 100% of workers are male; 0% female.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 50

Separations to 2004: 30

Total Openings: 80

Growth Trends: The new job growth rate over seven years is 28% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Many employers project their employment to remain stable the next two years.

Where The Jobs Are

Electrical Service/Repair Work
 Plumbing, Heating, and Air Conditioning
 Gas and Other Services Combined
 State Government, Except Hospitals and Education
 Schools, Colleges, and Universities
 Local Government, Except Hospitals and Education
 Agricultural Processing Plants
 Manufacturing Firms
 Hotels and Motels

OTHER INFORMATION:**Alternate Job Titles:** Journeyman Electrician**O*NET:** 47-2111.00 Electricians

DOT: 825.381-030 Electrician
 829.261-018 Electrician, Maintenance; 824.261-010;
 824.681-010; 825.281-014; & 7 related codes/definitions
 between 822.361-022 and 824.381-010

Promotional Opportunities: May be promoted to Supervisor;
 Control Technician

Union/Collective Bargaining: Some employers indicated
 their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 115
 employees in this occupation, supplied data used in developing
 the analysis of this occupational profile.

FINANCIAL MANAGERS**OES 130020**

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent prior to hire. Most indicate they require a bachelor's degree. Few employers express they require vocational or technical training.

Experience: All employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 12 - 60 months of accounting, mortgage, banking, computer, public service, municipal finance, and other finance-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	88%
Vision Insurance:	88%
Life Insurance:	47%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	76%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: All employers surveyed report Financial Managers work full-time averaging 44 hours per week.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$23.01 - 23.01	\$23.01
New Hires, With Experience:	\$10.00 - 25.89	\$16.55
After Three Years With Firm:	\$12.71 - 31.64	\$20.47

WHERE THE JOBS ARE

Finance, Insurance, & Real Estate	26%
Construction	9%
Government	6%
Health Services	4%
Canned Fruits & Vegetables	3%
Hotels & Motels	3%
Social Services	3%
Accounting, Auditing, & Bookkeeping	2%
Valves & Pipe Fittings	2%
Amusement & Recreation	2%
Religious Organizations	2%
Other	39%

QUALIFICATIONS**Employers rated the following qualifications very important:**

Business math skills
 Ability to plan and organize the work of others
 Report writing skills
 Cost accounting skills
 Understanding of regulations affecting financial institutions
 Ability to apply techniques of statistical analysis
 Ability to analyze securities
 Financial planning skills
 Budget analysis skills
 Cost analysis skills
 Ability to hire and assign personnel
 Ability to interpret actuarial and probability of loss tables
 Ability to use computers in accounting applications
 Verbal presentation skills
 Ability to perform advanced mathematical computations
 Ability to read and comprehend information quickly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Finance Director, Fiscal Manager, Fiscal Officer, Chief Financial Officer, Controller

O*NET: 11-3031.01 Treasurers, Controllers, and Chief Financial Officers;
 11-3031.02 Financial Managers, Branch & Department

DOT: 160.167-058, 169.167-086, 186.117-070, 186.117-066, 186.117-078, 186.167-086

Promotional Opportunities: May be promoted to Vice-President, Executive Officer, Administrator, Chief Finance Officer, Controller

Turnover: The rate is 5.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Employers responding indicate few employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and trade journals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive
 Inexperienced applicants: Not Competitive

Employer Responses: 17 employers, representing 40 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 240 to 270 (Large)

Growth Projections: New jobs through 2004: 30
 Separations to 2004: 30
 Total Openings: 60

Growth Trends: The new job growth rate over seven years is 12.5%, which is growing slower than the average new job growth rate of 20.2% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years. Few anticipate new growth over this period.

Gender: Employers responding indicate 45% of workers are male, 55% female.

FIRST LINE SUPERVISORS AND MANAGERS--SALES AND RELATED**OES 410020**

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require at least a high school diploma or equivalent. A few require an associate's degree prior to hire. No employers surveyed indicate they require or prefer vocational or technical training. However, most report they will accept training as a substitute for previous experience.

Experience: Almost all employers report that they require work-related experience. They tend to hire applicants with 12 - 60 months of sales-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	94%
Dental Insurance:	88%
Vision Insurance:	88%
Life Insurance:	19%
Paid Vacation:	100%
Paid Sick Leave:	81%
Retirement Plan:	38%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all First-Line Supervisors & Managers work full-time averaging 41 hours per week.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 5.75	\$5.75
New Hires, With Experience:	\$6.00 - 23.01	\$13.19
After Three Years With Firm:	\$7.00 - 28.00	\$19.28

WHERE THE JOBS ARE

Grocery Stores	23%
Automotive Dealers & Gas Stations	13%
Department Stores	5%
Apparel & Accessory Stores	5%
Drug Stores & Proprietary Stores	4%
Lumber & Other Building Materials	4%
Video Tape Rental	1%
Tour Operators	1%
Farm & Garden Machinery	1%
Hardware Stores	1%
Real Estate Agents & Managers	1%
Other	40%

QUALIFICATIONS**Employers rated the following qualifications very important:**

Business math skills
 Ability to manage an activity or department
 Ability to plan and organize the work of others
 Report writing skills
 Ability to apply sales techniques
 Record keeping skills
 Bookkeeping skills
 Ability to hire and assign personnel
 Verbal presentation skills
 Ability to write effectively and legibly
 Problem solving skills
 Public contact skills
 Ability to work under pressure
 Customer service skills
 Basic computer skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Assistant Manager, Foreman, Sales Supervisor, Assistant Grocery Manager, Front Line Manager

O*NET: 41-100-11.00 First Line Supervisors/Managers of Retail Salespersons

Related DOT Code: 185.167-046, 187.167-138, 299.137-010, 185.167-014, 185.167-026

Career Ladders: May be pro No. Employers responding report that 32% of workers are female.

Turnover: The rate is 18.3% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, newspaper ads, current employee referrals, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market

Experienced applicants: Moderately Competitive
 Inexperienced applicants: Very Competitive

Employer Responses: 16 employers, representing 60 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 760 to 930 (Very Large)

Growth Projections: New jobs through 2004: 170
 Separations to 2004: 70
 Total Openings: 240

Growth Trends: The new job growth rate over seven years is 22.4%, which is growing faster than average. The average job growth rate for all occupations in the consortium is 20.2%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 68% of workers are male, 32% are female.

FOOD PREPARATION WORKERS**OES 650380**

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report that they require a high school diploma or equivalent. Few indicate they require or prefer vocational training prior to hire. However, most express they will accept training as a substitute for prior work experience.

Experience: Many employers report that they require or prefer work-related experience. They tend to hire applicants with 3 - 6 months of food preparation or other restaurant-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

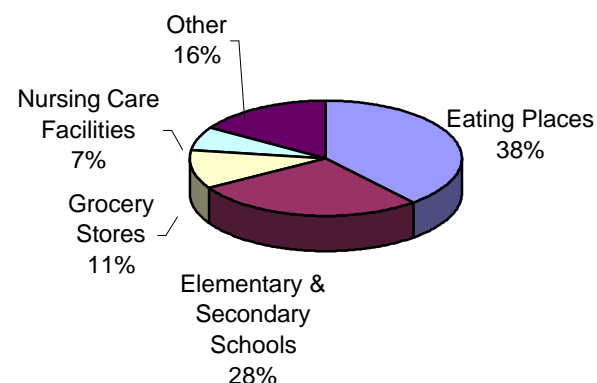
Medical Insurance:	45%
Dental Insurance:	45%
Vision Insurance:	40%
Life Insurance:	20%
Paid Vacation:	45%
Paid Sick Leave:	35%
Retirement Plan:	15%

*Percentage is based on 20 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Food Preparation Workers work part-time averaging 22 hours per week. Some work full-time at an average of 38 hours weekly.

Wages:	Range	Median
New Hires, No Experience:	\$5.75 - 7.16	\$5.75
New Hires, With Experience:	\$5.75 - 7.68	\$6.00
After Three Years With Firm:	\$5.75 - 9.73	\$7.25

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Sandwich making skills
 Ability to operate a cash register
 Salad making skills
 Certified as a food handler
 Knowledge of sanitary work environment
 Ability to handle multiple food orders in a timely fashion
 Ability to pass a pre-employment medical examination
 Ability to stand continuously for 2 or more hours
 Ability to work rapidly
 Willingness to work with close supervision
 Ability to maintain high standards of personal cleanliness
 Public contact skills / people skills
 Ability to work under pressure
 Ability to follow oral instructions
 Ability to organize work
 Ability to read and follow instructions

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Dietary Aide, Assistant Cook, Café Staff, Restaurant Worker, Cook

O*NET: 35-2021.00 Food Preparation Workers

DOT: 317.664-010 Sandwich Maker; 317.687-010 Cook Helper; 313.687-010; 319.484-010 Food Assembler, Kitchen; 316.684-014; 317.384-010; 318.687-010

Promotional Opportunities: May be promoted to Kitchen Supervisor; Cook; Assistant Manager, Head Cook, or Head Chef

Turnover: The rate is 84.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, current employee referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market

Experienced applicants: Very Competitive
 Inexperienced applicants: Moderately Competitive

Employer Responses: 20 employers, representing 300 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 660 to 700 (Very Large)

Growth Projections: New jobs through 2004: 40
 Separations to 2004: 270
 Total Openings: 310

Growth Trends: The new job growth rate over seven years is 6.1%, which is growing slower than average. The average new job growth rate for all occupations in the consortium is 20.2%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 39% of workers are male, 61% are female.

GENERAL OFFICE CLERKS**OES 553470**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report that they require a high school diploma or equivalent. Few employers indicate they require or prefer vocational training prior to hire. However, most will accept training as a substitute for previous work experience.

Experience: Almost all employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 6 - 12 months of prior bookkeeping or other clerical-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

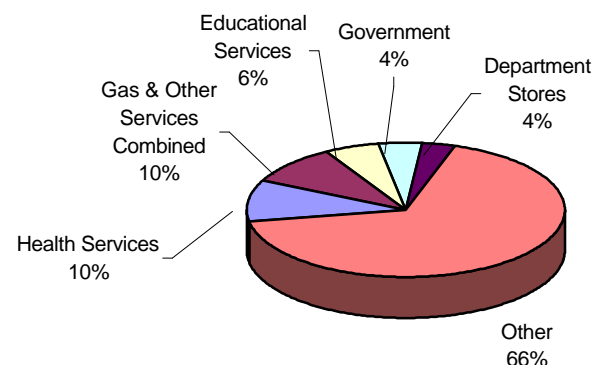
Medical Insurance:	93%
Dental Insurance:	73%
Vision Insurance:	67%
Life Insurance:	33%
Paid Vacation:	93%
Paid Sick Leave:	73%
Retirement Plan:	40%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all General Office Clerks work full-time averaging 40 hours per week. Few work part-time at an average of 20 hours weekly.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.00	\$6.00
New Hires, With Experience:	\$5.75 - 10.00	\$7.50
After Three Years With Firm:	\$6.50 - 12.00	\$9.00

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Record keeping skills
 Ability to organize work
 Ability to operate a 10-key adding machine by touch
 English grammar, spelling, and punctuation skills
 Telephone answering skills
 Ability to write effectively and legibly
 Ability to type at least 45 wpm
 Ability to perform routine, repetitive work
 Willingness to work with close supervision
 Public contact skills / good people skills
 Ability to work independently
 Basic math skills
 Ability to read and follow instructions
 Oral communication skills
 Word processing, database, and spreadsheet skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Office Assistant, Administrative Assistant, Administration Clerk, File Clerk

O*NET: 43-9061.00 Office Clerks, General

DOT: 209.562-010 Clerk, General;
219.362-010; 219.362-026

Career Ladders: May be promoted to office manager, medical biller, assistant administrator, or accountant

Turnover: The rate is 35.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 42 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 1,110 to 1,380 (Very Large)

Growth Projections: New jobs through 2004: 270
 Separations to 2004: 250
 Total Openings: 520

Growth Trends: The new job growth rate over seven years is 24.3%, which is growing faster than the average job growth rate of 20.2% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 0% of workers are male, 100% are female.

HAND PACKERS AND PACKAGERS**OES 989020**

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they do not require a high school diploma or equivalent. No employers require vocational or technical training.

Experience: No employers reported requiring previous work experience in this occupation. Some employers prefer workers to have six months of related experience.

Skills and Qualifications:

Basic math skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Customer Service Skills
 Good eye-hand coordination
 Ability to stand continuously for 2 or more hours
 Ability to sit continuously for 2 or more hours
 Ability to lift at least 50 lbs. repeatedly
 Organizational skills
 Meet employer's grooming standards
 Willingness to work with close supervision
 Ability to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 7.50	\$6.75
New Hires, W/ Experience	\$6.50 - 8.00	\$7.25
After Three Years W/ Firm	\$6.75 - 10.50	\$9.00

Hours Worked: Many Hand Packers work full-time averaging 40 hours per week. Some work seasonally and average 40 hours per week when they work. All employers report having day shifts and many have swing shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	73%	18%
Dental Insurance	55%	18%
Vision Insurance	27%	27%
Life Insurance	45%	9%
Sick Leave	82%	0%
Vacation	100%	0%
Retirement Plan	9%	64%
Child Care	0%	0%

*Percentages are based on 11 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	NA*	
Moderately Difficult	NA*	
Not Difficult	NA*	X

* None of the employers responding to this survey required experience.

The Job Market

Experienced applicants: Not Applicable

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, employee referrals, and newspaper ads.

Turnover: Among employers surveyed, the rate is 12.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 540 to 640 (Very Large)

Gender: Employers indicated 73% of workers are female; 27% male.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	100
Separations to 2004:	100
Total Openings:	200

Growth Trends: The new job growth rate over seven years is 19%, the same as the average new job growth rate for all occupations in the consortium. Some employers project their firm's employment in this occupation to grow over the next two years. Most employers project their employment to remain stable the next two years.

Where The Jobs Are

Grocery Stores
Miscellaneous Nonmetallic Mineral Products
Crop Services
Preserved Fruits & Vegetables
Meat Products
Groceries & Related Products
Millwork, Plywood & Structural Members

OTHER INFORMATION:

Alternate Job Titles: Production Worker; Meal Packer; Lumber Packager

O*NET: 53-7064.00 Packers and Packagers, Hand

DOT: 920.587-018 Packager, Hand; 929.684-010 Packer; 920.687-134 Packer, Agricultural Products; 920.687-014 Bagger; and over 50 related codes/definitions between 522.687-010 and 529.687-150; and between 920.687-110 and 929.687-042

Promotional Opportunities: May be promoted to Cashier; Fork Lift Driver; Assistant Manager

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 402 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

HOME HEALTH AIDES**OES 660110**

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Most indicate they require technical or vocational training prior to hire. To become certified as a home health aide, 65 hours of supervised clinical training and 55 hours of classroom training are required. If applicant is already a certified nurse assistant, 40 hours of supervised clinical training will suffice.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to require 6 - 12 months experience as a home health aide, certified nurse aide, or other home care-related field.

Skills and Qualifications:

Able to actively look for ways to help people
 Being aware of others' reactions and understanding why they react the way they do
 Listen to what others are saying and ask questions as appropriate
 Talking to others to effectively convey information
 Able to prepare meals
 Able to apply transferring techniques moving patients
 Certified to perform cardio pulmonary resuscitation
 Willingness to work with close supervision
 Possession of a valid driver's license
 Able to write effectively and legibly
 Able to pass a pre-employment medical examination
 Possession of a reliable vehicle

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 8.90	\$7.91
New Hires, W/ Experience	\$6.50 - 9.80	\$8.67
After Three Years W/ Firm	\$8.80 - 11.20	\$9.70

Hours Worked: Many Home Health Aides work full-time averaging 40 hours per week. Some work part-time averaging 20 hours weekly.

Benefits (% of Employers* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>	
	FT	PT	FT	PT
Medical Insurance	56%	0%	22%	22%
Dental Insurance	56%	0%	22%	22%
Vision Insurance	44%	0%	11%	11%
Life Insurance	44%	0%	0%	11%
Sick Leave	56%	11%	0%	0%
Vacation	78%	22%	0%	0%
Retirement Plan	22%	11%	33%	0%
Child Care	0%	0%	0%	0%

*Percentage is based on 9 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 40.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 130 to 170 (Medium)

Gender: Employers indicated 100% of workers are female, 0% male.

Projections:

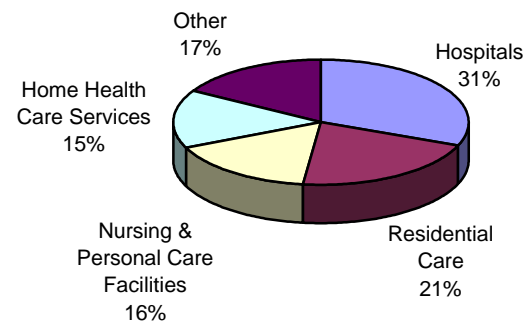
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 40

Separations to 2004: 10

Total Openings: 50

Growth Trends: The new job growth rate over seven years is 31% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: Home Support Specialists

O*NET: 31-1011.00 Home Health Aides

DOT: 354.377-014 Home Attendant
355.674-014 Nurse Assistant
354.374-010 Nurse, Practical

Promotional Opportunities: May be promoted to Assistant Team Leader; Administrator; or Licensed Vocational Nurse with additional training

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 9 employers, representing 57 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS**OES 979470**

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Almost all indicate that vocational or technical training for this occupation is not required or preferred prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to require 9 - 12 months experience as an industrial truck & tractor operator.

Skills and Qualifications:

Able to control operations of equipment or systems
 Able to determine the kind of tools and equipment needed to do a job
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to adjust actions in relation to others' actions
 Able to watch gauges, dials, or other indicators to make sure a machine is working properly
 Able to repair machines or systems using the needed tools
 Possession of a valid driver's license
 Possession of a fork lift driver's certificate
 Able to pass a pre-employment medical examination
 Able to lift at least 50 pounds repeatedly
 Possession of mechanical aptitude
 Willingness to work with close supervision
 Able to work independently
 Basic math skills
 Able to read and follow instructions

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 10.50	Insufficient Data	\$7.00	Insuff. Data
New Hires, W/ Experience	\$6.38 - 10.50	\$11.92 - 19.18	\$7.50	\$13.91
After Three Years W/ Firm	\$7.50 - 12.00	\$11.92 - 21.58	\$10.00	\$13.91

Hours Worked: Almost all Industrial Truck & Tractor Operators work full-time averaging 40 hours per week. A few work seasonally, at an average of 41 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	60%	20%
Dental Insurance	60%	20%
Vision Insurance	60%	7%
Life Insurance	60%	13%
Sick Leave	73%	0%
Vacation	87%	0%
Retirement Plan	53%	13%
Child Care	0%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market

Experienced applicants: Very Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Turnover: Among employers surveyed, the rate is 15.7% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 200 to 240 (Large)

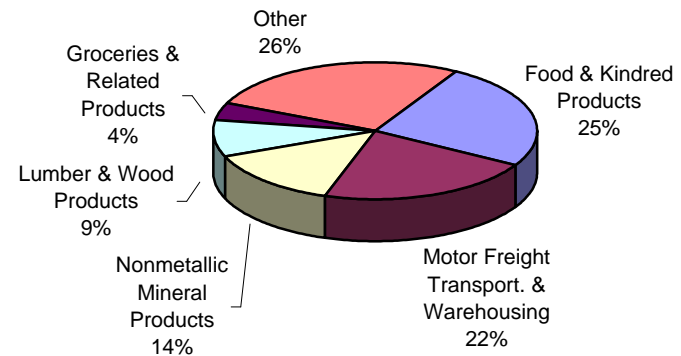
Gender: Employers indicated 85% of workers are male; 15% female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	40
Separations to 2004:	20
Total Openings:	60

Growth Trends: The new job growth rate over seven years is 20% which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 19%. Almost all employers project their employment in this occupation to remain stable the next two years.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: Fork Lift Drivers

O*NET: 53-3032.01 Truck Drivers, Heavy
53-3032.02 Tractor-Trailer Truck Drivers

DOT: 921.683-050 Industrial Truck Operator; 929.683-014 Tractor Operator; 921.683-078 Transfer Car Operator; 921.683-042 Front End Loader Operator

Promotional Opportunities: May be promoted to Truck Driver, Supervisor; Salesperson; Department Manager

Union/Collective Bargaining: Some employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 281 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

LICENSED VOCATIONAL NURSES**OES 325050**

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report that they require at least a high school diploma or equivalent prior to employment. Many indicate a requirement for those who have achieved an associate's degree. Persons seeking employment in this occupation must first complete a 12 - month LVN program, followed by licensing through the State of California.

Experience: Almost all employers report that they require or prefer prior work-related experience. They tend to hire applicants with 12 - 18 months experience as a licensed vocational nurse.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

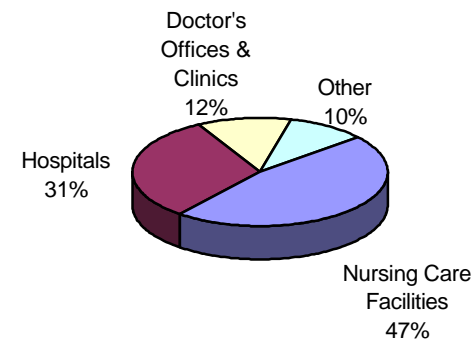
	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	73%
Vision Insurance:	73%
Life Insurance:	47%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	73%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Licensed Vocational Nurses work full-time averaging 39 hours per week. Few work part-time at an average of 20 hours weekly.

<u>Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.77 - 14.00	\$11.26 - 12.49	\$12.18
New Hires, With Experience:	\$8.63 - 15.00	\$9.36 - 12.49	\$12.00
After Three Years With Firm:	\$10.50 - 15.51	\$10.56 - 13.80	\$13.80

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain insurance forms
 Ability to follow laboratory procedures
 Ability to provide personal services to patients
 Ability to administer an electro-cardiograph (EKG) test
 Record keeping skills
 Ability to administer injections
 Understanding of asepsis
 Blood drawing skills
 Inhalation therapy skills
 Ability to apply transferring techniques moving patients
 Ability to take vital signs
 Ability to detect complications in patients
 Ability to handle crisis situations
 Ability to organize work
 Willingness to work with close supervision
 Ability to write effectively and legibly

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, colleges & universities, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 201 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Charge Nurse, Medication Nurses

O*NET: 29-2061.00 Licensed Practical and Licensed Vocational Nurses

DOT: 079.374-014 Nurse, Licensed Practical

Career Ladders: May be promoted to LVN II, Medical Recorder, Staff Coordinator, Registered Nurse with additional education

Turnover: The rate is 27.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 270 to 310 (Large)

Growth Projections: New jobs through 2004: 40
 Separations to 2004: 40
 Total Openings: 80

Growth Trends: The new job growth rate over seven years is 25%, which is growing faster than average. The average new job growth rate for all occupations in the consortium is 20.2%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many employers anticipate new growth in this occupation over the same period.

Gender: Employers responding indicate 9% of workers are male, 91% are female.

LODGING MANAGERS**OES 150262**

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization of department that provides lodging such as hotels, motels, or tourist courts.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. Few employers require technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to require 12 - 36 months experience in hotel, motel, or lodging management.

Skills and Qualifications:

Able to actively look for ways to help people
 Able to talk to others to effectively convey information
 Able to adjust actions in relation to others' actions
 Able to motivate, develop, and direct people as they work, identifying the best people for the job
 Able to identify the nature of problems
 Business math skills
 Able to maintain financial records
 Able to plan and organize the work of others
 Record keeping skills
 Understanding of inventory techniques
 Catering skills
 Able to write effectively and legibly
 Able to work under pressure
 Public contact skills/oral communication skills
 Able to weigh the relative costs and benefit of a potential action

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 12.66	\$11.51
New Hires, W/ Experience	\$8.63 - 13.23	\$10.36
After Three Years W/ Firm	\$8.63 - 14.96	\$11.51

Hours Worked: Almost all Lodging Managers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	47%	13%
Dental Insurance	20%	20%
Vision Insurance	13%	20%
Life Insurance	0%	13%
Sick Leave	40%	0%
Vacation	87%	0%
Retirement Plan	0%	20%
Child Care	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult		
Not Difficult	X	

The Job Market

Experienced applicants: Very Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, newspaper ads, and current employee referrals.

Turnover: Among employers surveyed, the rate is 15.4% for employees in this occupation over the past 12 months.

Size of Occupation:

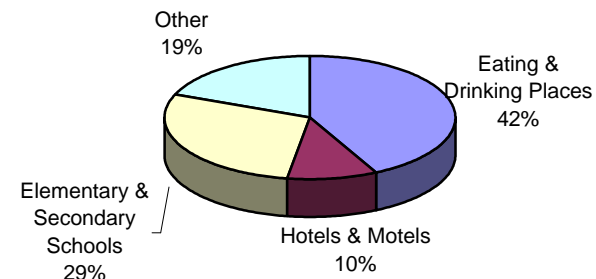
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 160 to 180 (Medium)**Gender:** Employers indicated 51% of workers are male; 49% female.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	20
Separations to 2004:	20
Total Openings:	40

Growth Trends: The new job growth rate over seven years is 13% which is growing slower than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: Manager; General Manager; Floor Manager

O*NET: 11-9081.00 Lodging Managers

DOT: 187.117-038 Manager, Hotel or Motel
320.137-014 Manager, Lodging Facilities
320.137-010 Manger, Boarding House

Promotional Opportunities: May be promoted to Corporate Supervisor; Corporate Manager; Regional Director

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 39 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MACHINERY MAINTENANCE MECHANICS**OES 851190**

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Does not include Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyor mechanics.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers require a high school diploma or equivalent. Few employers require vocational or technical training; for those that do require this, it is usually in fabrication and welding, and at least six months training is desired. Employers mostly want employees with mechanical ability.

Experience: All employers require or prefer experience in machinery or related maintenance. Most employers require at least two years of experience. Many employers cited welding experience and electrical experience as acceptable.

Skills and Qualifications:

Ability to read, follow instructions, and use service manuals
 Ability to write legibly and effectively
 Oral communication skills
 Shop math skills
 Mechanical Aptitude
 Ability to read blueprints
 Knowledge of electronics technology
 Ability to operate power and hand tools
 Welding skills
 Pipefitting skills
 Electrical Skills
 Ability to operate precision measuring instruments
 Manual dexterity
 Ability to lift 100 lbs. repeatedly
 Ability to perform strenuous, physically demanding work

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 15.00	\$8.50
New Hires, W/ Experience	\$7.50 - 18.00	\$10.79
After Three Years W/ Firm	\$9.00 - 20.78	\$14.00

Hours Worked: All Machinery Maintenance Mechanics in the survey work full-time averaging 41 hours per week. All employers report having day shifts; few have swing shifts or over eight hour shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	47%	53%
Dental Insurance	41%	47%
Vision Insurance	41%	29%
Life Insurance	65%	18%
Sick Leave	71%	0%
Vacation	100%	0%
Retirement Plan	18%	65%
Child Care	0%	0%

*Percentage is based on 17 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, employee referrals, and in-house promotion or transfer.

Turnover: Among employers surveyed, the rate is 3.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 140 to 180 (Medium)**Gender:** Employers indicated 98% of workers are male; 2% female.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	40
Separations to 2004:	20
Total Openings:	60

Growth Trends: The new job growth rate over seven years is 29% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years. Few employers project their employment to grow in the next two years.

Where The Jobs Are

Preserved Fruits & Vegetables
Grain Mill Products
Sugar & Confectionery Products
Farm & Garden Machinery
Machinery, Equipment, & Supplies
Millwork, Plywood & Structural Members
Miscellaneous Plastics Products
Dairy Products

OTHER INFORMATION:

Alternate Job Titles: Mechanic; Service Laborer; Maintainer

O*NET: 49-9041.00 Industrial Machinery Mechanics

DOT: 629.280-010, 629.281-030, or 638.281-014 Maintenance Mechanic; 638.261-030 Machinery Repair, Maintenance; and over 30 related codes/definitions between 601.281-030 and 630.381-034

Promotional Opportunities: May be promoted to Lead Mechanic; Maintenance Supervisor; Foreman

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 17 employers, representing 197 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MACHINISTS**OES 891080**

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. Many indicate that a high school education is not a factor in its hiring decisions. Some employers express that technical or vocational training is required or preferred prior to hire.

Experience: All employers surveyed report that they require work-related experience. They tend to hire applicants with 9 - 36 months of prior experience as a machinist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	80%
Dental Insurance:	33%
Vision Insurance:	27%
Life Insurance:	20%
Paid Vacation:	80%
Paid Sick Leave:	20%
Retirement Plan:	20%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Machinists work full-time averaging 40 hours per week.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	N/A	N/A
New Hires, With Experience:	\$7.00 - \$12.40	\$9.25
After Three Years With Firm:	\$10.00 - \$17.00	\$13.00

WHERE THE JOBS ARE

Industrial & Commercial Machinery	44%
Valves & Pipe Fittings	6%
Auto & Home Supply Stores	6%
Help Supply Services	6%
Repair Services	6%
Plastics Products	5%
Motor Vehicle Supplies & New Parts	3%
Construction & Mining Machinery	3%
Other	22%

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to operate computer numerically controlled (CNC) machines
 Understanding of military specifications
 Shop math skills
 Ability to read blueprints
 Ability to write effectively and legibly
 Ability to use precision tools to perform precision work
 Ability to use hand tools
 Manual dexterity
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 50 lbs. repeatedly
 Ability to provide own hand tools
 Willingness to work with close supervision
 Ability to work independently
 Ability to read and follow instructions
 Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Maintenance Machinist, Journeyman Machinist

O*NET: 51-4041.00 Machinist

Related DOT Code: 600.280-022, 600.280-026, 600.280-034, 600.280-042, 600.260-022

Promotional Opportunities: May be promoted to Supervisor

Turnover: The rate is 13.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, current employee referrals, and the Internet.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive
 Inexperienced applicants: Not Available

Employer Responses: 15 employers, representing 67 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 90 to 110 (Medium)

Growth Projections: New jobs through 2004 20
 Separations to 2004: 10
 Total Openings: 30

Growth Trends: The new job growth rate over seven years is 22.2%, which is growing at an average rate. The average new job growth rate is 20.2% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate employment in this occupation to remain stable over this period.

Gender: Employers responding indicate 100% of workers are male, 0% are female.

MAIDS AND HOUSEKEEPING CLEANERS**OES 670020**

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Few employers report that educational attainment is a factor in its hiring decisions. All employers surveyed indicate vocational training is not required or preferred prior to hire in this occupation.

Experience: Some employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of previous housekeeping experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

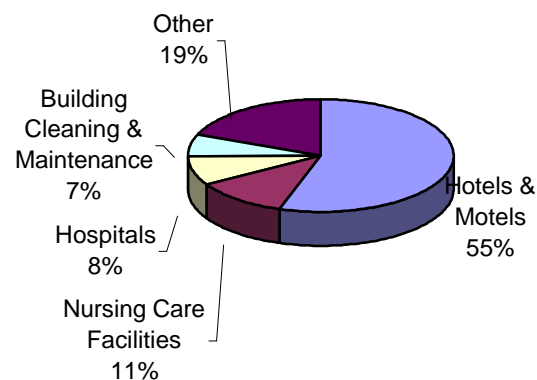
Medical Insurance:	38%
Dental Insurance:	31%
Vision Insurance:	25%
Life Insurance:	19%
Paid Vacation:	38%
Paid Sick Leave:	38%
Retirement Plan:	6%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Maids & Housekeeping Workers work part-time averaging 24 hours per week. Many work full-time at an average of 40 hours weekly.

Wages:	Range	Median
New Hires, No Experience:	\$5.75 - 7.00	\$5.97
New Hires, With Experience:	\$5.75 - 7.50	\$6.00
After Three Years With Firm:	\$5.75 - 9.00	\$7.17

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to operate commercial laundry machines
 Understanding of cleaning compounds and solutions
 Ability to operate commercial vacuum cleaners
 Ability to administer emergency first aid
 Ability to stand for prolonged periods
 Ability to lift 50 lbs. repeatedly
 Possession of a reliable vehicle
 Willingness to work with close supervision
 Ability to work independently
 Ability to follow oral instructions
 People skills
 Ability to read and follow instructions
 Ability to organize work
 Ability to write legibly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Housekeepers, Room Attendants

O*NET: 37-2012.00 Maids and Housekeeping Cleaners

Related DOT Code: 323.687-014, 323.687-010, 323.687-018

Career Ladders: May be promoted to head of housekeeping, housekeeping supervisor, or residential manager

Turnover: The rate is 50.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, the Employment Development Department, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market

Experienced applicants: Very Competitive
 Inexperienced applicants: Very Competitive

Employer Responses: 16 employers, representing 143 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 410 to 510 (Very Large)

Growth Projections: New jobs through 2004: 100
 Separations to 2004: 60
 Total Openings: 160

Growth Trends: The new job growth rate over seven years is 24.4%, which is growing faster than the average job growth rate of 20.2% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Gender: Employers responding indicate 14% of workers are male, 86% are female.

MAINTENANCE REPAIRERS -- GENERAL UTILITY**OES 851320**

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require at least a high school diploma or equivalent. Few indicate they require of prefer vocational or technical training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to require 12 - 24 months experience in the following: construction, electrical, carpentry, building repair, or other general repair.

Skills and Qualifications:

Install equipment, machines, wiring, or programs to meet specifications
 Able to determine the kind of tools and equipment needed to do a job
 Able to identify the nature of problems
 Able to determine what is causing an operating error and deciding what to do about it
 Able to read blueprints
 Able to operate power hand tools
 Able to repair and install heating and air conditioning systems
 Able to do cement work
 Arc & gas welding skills
 Painting skills
 Carpentry skills
 Electrical repair skills
 Plumbing repair skills
 Record keeping skills
 Able to lift at least 50 pounds repeatedly
 Able to work independently

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 11.99	\$10.25 - 10.68	\$9.00	\$10.47
New Hires, W/ Experience	\$6.38 - 11.99	\$6.75 - 13.08	\$8.00	\$10.47
After Three Years W/ Firm	\$8.50 - 12.72	\$10.25 - 18.00	\$10.75	\$13.40

Hours Worked: Many General Utility Maintenance Repairers work full-time averaging 40 hours per week. Many work seasonally at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	42%	37%
Dental Insurance	47%	26%
Vision Insurance	47%	26%
Life Insurance	47%	11%
Sick Leave	84%	0%
Vacation	95%	0%
Retirement Plan	21%	26%
Child Care	0%	0%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 5.3% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 690 to 810 (Very Large)

Gender: Employers indicated 99% of workers are male; 1% female.

Projections:

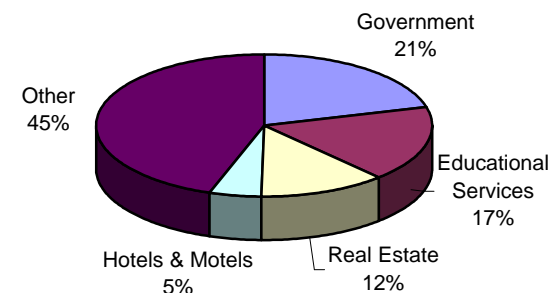
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 120

Separations to 2004: 120

Total Openings: 240

Growth Trends: The new job growth rate over seven years is 17% which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 17%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: Maintenance Workers; Building Maintenance Workers

O*NET: 49-9042.00 Maintenance and Repair Workers, General

DOT: 899.261-014 Maintenance Repairer, Industrial;
899.381-010 Maintenance Repairer, Building

Promotional Opportunities: May be promoted to Supervisor; Public Works Superintendent

Union/Collective Bargaining: Some employers indicated their employees are unionized for this occupation.

Employer Responses: 19 employers, representing 150 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MARKETING, ADVERTISING, & PUBLIC RELATIONS MANAGERS**OES 130110**

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require either a bachelor's or associate's degree in a related field, and all require at least a high school degree. Few employers require 1 year of specific vocational or technical training prior to hire.

Experience: Almost all employers report they require work experience in this occupation, and most require at least three years of previous marketing, advertising or public relations experience. Some employers accept experience in business management or sales.

Skills and Qualifications:

Basic math skills
 Oral communication skills
 Ability to write legibly and effectively
 Ability to manage an activity or department
 Supervisory skills
 Ability to analyze and use market research data and reports
 Understanding of labor relations practices
 Media advertising sales skills
 Telephone sales skills
 Willingness to work nights, weekends, and holidays
 Willingness to travel
 Ability to meet deadlines
 Ability to work independently
 Ability to maintain good customer relations
 Ability to maintain good business relationships
 Ability to manage unexpected situations or circumstances
 Ability to manage multiple priorities

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient Data	Insuff. Data
New Hires, W/ Experience	\$8.50 - 30.00	\$14.92
After Three Years W/ Firm	\$12.50 - 37.79	\$17.23

Hours Worked: Almost all Marketing Managers surveyed work full-time averaging 41 hours per week, and work day shifts. Few employers require a swing shift.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All or Not Provided
Medical Insurance	73%	20%	7%
Dental Insurance	67%	20%	13%
Vision Insurance	67%	13%	20%
Life Insurance	73%	13%	13%
Sick Leave	80%	0%	20%
Vacation	93%	0%	7%
Retirement Plan	20%	53%	26%
Child Care	0%	7%	93%

*Percentages are based on 15 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfers, employee referrals, and the internet.

Turnover: Among employers surveyed, the rate is 29.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 120 to 150 (Medium)

Gender: Employers indicated 65% of workers are female; 35% male.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004: 30

Separations to 2004: 10

Total Openings: 40

Growth Trends: The new job growth rate over seven years is 25% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their employment in this occupation to remain stable over the next two years. Few employers project growth in the next two years.

Where The Jobs Are

Department Stores

Auto & Home Supply Stores

Miscellaneous Amusement or Recreation Service

Beverages

Business Associations

Hotels & Motels

Newspapers

Advertising

Grain Mill Products

Local Government, Except Hospitals & Education

Cable & Other Pay TV Services

Hospitals

Colleges & Universities

Schools & Educational Services

Combination Utility Services

Commercial Printing

Paints & Allied Products

Machinery, Equipment, Supplies

Religious Organizations

Meat Products

Residential Construction

Medical Instruments & Supplies

OTHER INFORMATION:

Alternate Job Titles: Vice-President, Advertising;
Community Relations Director; Public Information Officer

O*NET: 11-2011.00 Advertising & Promotions Manager
11-2021.00 Marketing Managers
11-2022.00 Sales Managers

DOT: 164.117-010 Manager, Advertising; 163.117-018 Manager, Promotion; 164.167-010 Account Executive; 163.117-022; 163.167-018; 163.267-010; 164.117-014; 185.157-014

Promotional Opportunities: May be promoted to Regional Director

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 17 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MEDICAL ASSISTANTS**OES 660050**

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require a high school diploma or equivalent. Many employers indicate they require or prefer training prior to employment. Medical Assistants are not licensed, certified, or registered by the state. The work site must have documentation of training completion and the supervising physician must be on the premises.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 18 months experience in a medical-related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

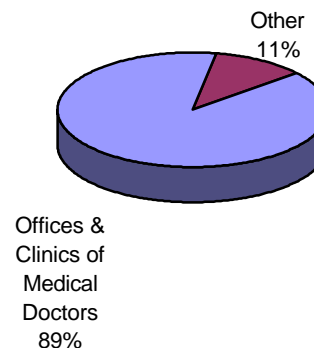
Medical Insurance:	88%
Dental Insurance:	44%
Vision Insurance:	38%
Life Insurance:	19%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	31%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Medical Assistants work full-time averaging 40 hours per week. Some work "on-call" at an average of 16 hours weekly.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - \$8.22	\$7.00
New Hires, With Experience:	\$6.00 - \$9.00	\$8.11
After Three Years With Firm:	\$7.50 - \$11.00	\$9.50

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to complete and explain medical insurance forms
 Ability to transcribe medical records and reports
 Ability to administer an electro-cardiograph (EKG) test
 Ability to administer injections
 Ability to apply sterilization techniques
 Blood drawing skills
 Understanding of inventory techniques
 Ability to follow billing procedures
 Telephone answering skills
 Ability write effectively and legibly
 Knowledge of medical terminology
 Ability to handle crisis situations
 Willingness to work with close supervision
 Oral communication skills
 Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Certified Medical Assistant, Medical Office Assistant

O*NET: 31-9092.00 Medical Assistant

Related DOT Code: 079.362-010 Medical Assistant

Career Ladders: May be promoted to supervisor, billing supervisor, office manager

Turnover: The rate is 26.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, colleges, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Employer Responses: 16 employers, representing 93 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 120 to 170 (Medium)

Growth Projections: New jobs through 2004: 50
 Separations to 2004: 30
 Total Openings: 80

Growth Trends: The new job growth rate over seven years is 41.7%, which is growing much faster than the average new job growth rate of 20.2% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Gender: Employers responding indicate 5% of workers are male, 95% are female.

MEDICAL SECRETARIES**OES 551050**

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Few require an associate's degree. Few employers require or prefer vocational training prior to hire. However, many express that they will accept training as a substitute for experience.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months experience as a medical secretary, other secretarial work, or working in a medical-related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

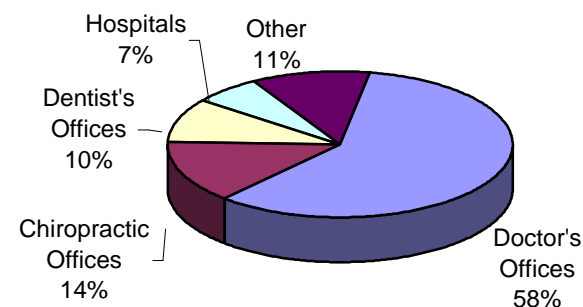
Medical Insurance:	73%
Dental Insurance:	33%
Vision Insurance:	33%
Life Insurance:	13%
Paid Vacation:	87%
Paid Sick Leave:	80%
Retirement Plan:	27%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Medical Secretaries work full-time averaging 39 hours per week. Some work part-time at an average of 22 hours weekly.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - 8.18	\$7.00
New Hires, With Experience:	\$7.00 - 9.50	\$8.00
After Three Years With Firm:	\$7.50 - 11.00	\$10.00

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to complete and explain insurance forms
 Proofreading skills
 Ability to operate a transcribing machine
 Ability to follow billing procedures
 Ability to use word processing software
 Certified in Medical Transcription as a CMT
 Telephone answering skills
 Ability to write effectively and legibly
 Knowledge of medical terminology
 Ability to maintain an appointment calendar
 Ability to type at least 60 words per minute
 Willingness to work with close supervision
 Ability to read and follow directions
 Oral communication skills / people skills
 General computer skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Medical Receptionists, Medical Transcriptionists, Medical Recorders

O*NET: 43-6013.00 Medical Secretaries

DOT: 201.362-014 Medical Secretary

Career Ladders: May be promoted to office manager, administrator, billing supervisor

Turnover: The rate is 17.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 28 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 80 to 90 (Small)

Growth Projections: New jobs through 2004: 10
 Separations to 2004: 10
 Total Openings: 20

Growth Trends: The new job growth rate over seven years is 12.5%, which is growing slower than the average new job growth rate of 20.2% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 4% of workers are male, 96% are female.

MEDICINE AND HEALTH SERVICES MANAGERS**OES 150080**

Medicine and Health Services Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a bachelor's degree, and a few require graduate study. Some just require an associate's degree. Almost all employers require or prefer 12 - 24 months of vocational or technical training and most require a Registered Nurse license.

Experience: Almost all employers report they require work experience in this occupation and most require at least three years of previous health services management or supervision experience. Few employers accept training as a substitute for experience.

Skills and Qualifications:

Basic math skills
 Oral communication skills
 Ability to write legibly and effectively
 Negotiation skills
 Ability to follow medical records control procedures
 Understanding of health insurance
 Ability to interpret policy coverage
 Knowledge of preventing, eradicating, and controlling diseases
 Infection control skills
 Understanding of Health Department regulations
 Ability to apply inventory control methods
 Willingness to work irregular hours
 Willingness to work overtime
 Ability to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient Data	Insuff. Data
New Hires, W/ Experience	13.00 - 28.77	\$22.78
After Three Years W/ Firm	14.08 - 38.36	\$27.00

Hours Worked: All Medical and Health Services Managers work full-time averaging 40 hours per week. All employers reported having day shifts and none had swing or overnight shifts for this occupation.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All or Not Provided
Medical Insurance	73%	27%	0%
Dental Insurance	53%	27%	20%
Vision Insurance	60%	20%	20%
Life Insurance	67%	13%	20%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	7%	93%	0%
Child Care	0%	0%	100%

*Percentages are based on 15 employers responding for full-time workers..

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotions or transfers, and the internet.

Turnover: Among employers surveyed, the rate is 13.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 120 to 150 (Medium)**Gender:** Employers indicated 100% of workers are female; 0% male.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	30
Separations to 2004:	20
Total Openings:	50

Growth Trends: The new job growth rate over seven years is 25% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. All employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

Hospitals
Local Government, Except Hospitals & Education
Nursing & Personal Care Facilities
Offices & Clinics of Medical Doctors

OTHER INFORMATION:

Alternate Job Titles: Clinic Manager; Nursing Supervisor; Assistant Administrator

O*NET: 11-9111.00 Medical and Health Services Manager

DOT: 187.117-010 Administrator, Health Care Facility
076.117-010 Coordinator, Rehabilitation Services
079.167-014 Medical Records Administrator
187.117-058 Director, Outpatient Services
079.117-010 Emergency Medical Services Coordinator

Promotional Opportunities: May be promoted to Consultant; Clinic Coordinator

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 22 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

NURSE AIDES**OES 660080**

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Almost all employers report they require vocational or technical training prior to hire. To become certified as a nurse aide, the state requires 100 hours of supervised clinical training and 50 hours of classroom training.

Experience: Some employers report they prefer work experience in this occupation. They tend to require 6 - 12 months experience as a nursing aide or related experience.

Skills and Qualifications:

Able to actively look for ways to help people
 Being aware of others' reactions and understanding why they react the way they do
 Able to listen to what others are saying and ask questions as appropriate
 Able to adjust actions in relation to others' actions
 Record keeping skills
 Knowledge of orthopedic care
 Understanding of asepsis
 Able to administer emergency first aid
 Able to apply dressings and compresses
 Able to apply transferring techniques moving patients
 Knowledge of surgical preparation procedures
 Post surgical care skills
 Able to perform cardio pulmonary resuscitation
 Able to handle crisis situations
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.55 - 8.70	\$7.75
New Hires, W/ Experience	\$6.55 - 9.41	\$8.00
After Three Years W/ Firm	\$7.00 - 10.00	\$9.00

Hours Worked: Almost all Nurse Aides work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	45%	55%
Dental Insurance	36%	45%
Vision Insurance	36%	36%
Life Insurance	55%	0%
Sick Leave	91%	0%
Vacation	100%	0%
Retirement Plan	18%	55%
Child Care	0%	0%

*Percentage is based on 11 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	*N/A	
Moderately Difficult	*N/A	X
Not Difficult	*N/A	

The Job Market

Experienced applicants: Not Applicable

Inexperienced applicants: Moderately Competitive

*None of the surveyed employers required previous work experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 49.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 470 to 590 (Very Large)**Gender:** Employers indicated 87% of workers are female; 13% male.**Projections:**

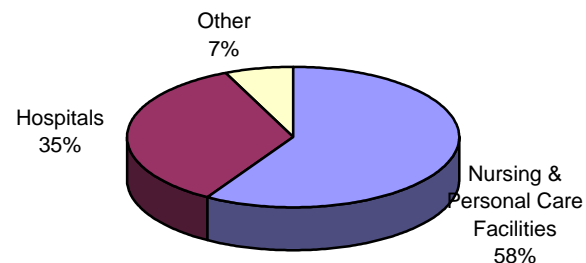
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 120

Separations to 2004: 50

Total Openings: 170

Growth Trends: The new job growth rate over seven years is 26% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are**OTHER INFORMATION:****Alternate Job Titles:** Certified Nurse Aide**O*NET:** 31-1012.00 Nursing Aides, Orderlies, and Attendants**DOT:** 355.674-014 Nurse Assistant; 354.374-010 Nurse, Practical; 355.674-018 Orderly; 354.377-010; 354.677-010**Promotional Opportunities:** May be promoted to Medical Records Clerk; Staff Development Assistant; or Licensed Vocational Nurse if meeting additional education requirements**Union/Collective Bargaining:** Few employers indicated their employees are unionized for this occupation.**Employer Responses:** 11 employers, representing 405 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

PAINTERS, PAPERHANGERS - Construction and Maintenance**OES 874020**

Painters, Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they do not require a high school diploma or equivalent. No employers require vocational training.

Experience: Almost all employers require or prefer new hires to have at least one year of painting or paperhanging experience.

Skills and Qualifications:

Oral communication skills
 Ability to read and follow instructions
 Ability to write legibly
 Basic math skills
 Ability to use and read a tape measure
 Possession of good color perception
 Knowledge of paints and related chemicals
 Surface preparation skills
 Brush, Roller, and Spray Painting Skills
 Ability to pay attention to detail
 Ability to tolerate dust and paint fumes
 Ability to work from ladders and scaffolds
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 50 lbs. repeatedly
 Drywall installation and repair skills
 Willingness to work with close supervision or independently
 Possession of a driver's license

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 -10.00	\$7.75
New Hires, W/ Experience	\$7.50 - 15.00	\$10.35
After Three Years W/ Firm	\$10.00 - 20.00	\$14.50

Hours Worked: Almost all Painters-Paperhangers work full-time averaging 40 hours per week. All employers reported having only day shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	19%	19%
Dental Insurance	6%	6%
Vision Insurance	6%	0%
Life Insurance	6%	0%
Sick Leave	13%	0%
Vacation	38%	0%
Retirement Plan	6%	0%
Child Care	0%	0%

*Percentage is based on 16 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult		
Not Difficult	X	

The Job Market

Experienced applicants: Very Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: employee referrals, walk-in applicants, and newspaper ads.

Turnover: Among employers surveyed, the rate is 12% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 80 to 120 (Medium)

Gender: Employers indicated 99% of workers are male; 1% female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 40

Separations to 2004: 20

Total Openings: 60

Growth Trends: The new job growth rate over seven years is 50% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their employment in this occupation to remain stable over the next two years. Few employers project their employment to grow the next two years.

Where The Jobs Are

Painting & Paper Hanging

Residential Building Construction

Real Estate Agents and Managers

Hotels and Motels

OTHER INFORMATION:

Alternate Job Titles: Painters

O*NET: 47-2141.00 Painters - Construction and Maintenance
47-2142.00 Paperhangers

DOT: 840.381-010 Painter
841.381-010 Paperhanger

Promotional Opportunities: May be promoted to Foreman; Crew Leader

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 85 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS**OES 875020**

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water steam, air, or other liquids or gases. Please do not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Only employers with union contracts appear to require 24 - 30 months of vocational or technical training, and they require certified apprenticeships.

Experience: Most employers report they require or prefer at least two years experience in this occupation. Many accept related experience in construction and sewer/septic system maintenance.

Skills and Qualifications:

Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Ability to read blueprints
 Ability to use hand tools
 Pipefitting skills
 Soldering skills
 Arc welding skills
 Gas welding skills
 Understanding of building codes
 Ability to provide own hand tools
 Public contact skills
 Cost estimating skills
 Ability to lift at least 50 lbs. repeatedly
 Ability to work with close supervision or independently
 Possession of a valid driver's license

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.00	\$8.00
New Hires, W/ Experience	\$7.00 - 22.22	\$15.00
After Three Years W/ Firm	\$9.00 - 25.92	\$18.00

Note: Some employers also provide commissions: approximately \$40-230/week for experienced new hires; and \$40-800/week for workers with the firm 3 years.

Hours Worked: Almost all Plumbers - Pipefitters work full-time averaging 40 hours per week. Almost all employers have day shifts. Some employers require workers to be on-call 24/7.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	40%	47%
Dental Insurance	27%	27%
Vision Insurance	27%	7%
Life Insurance	13%	7%
Sick Leave	27%	0%
Vacation	67%	7%
Retirement Plan	20%	27%
Child Care	0%	0%

*Percentages are based on 15 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: employee referrals, walk-in applicants, and newspaper ads.

Turnover: Among employers surveyed, the rate is 19.8% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 120 to 160 (Medium)

Gender: Employers indicated 100% of workers are male; 0% female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 40

Separations to 2004: 10

Total Openings: 50

Growth Trends: The new job growth rate over seven years is 33% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Many employers project their employment to remain stable in the next two years.

Where The Jobs Are

Plumbing, Heating, Air Conditioning

Miscellaneous Repair Shops and Related Services

Water Supply

Gas & Other Services Combined

OTHER INFORMATION:

Alternate Job Titles: Journeyman Plumber; Fitter; Service Technician; Distribution Operator

O*NET: 47-2152.01 Pipe Fitters
47-2152.02 Plumbers

DOT: 862.381-010 and 862.681-030 Plumber;
862.261-010 and 862.281-022 Pipe Fitter; and
10 related codes/definitions between 862.281-014
and 862.381-022

Promotional Opportunities: May be promoted to Supervisor; Manager; Project Foreman; Sales Estimator; Equipment Operator

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 115 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

POLICE PATROL OFFICERS**OES 630140**

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school diploma or equivalent. Employers indicate that candidates must graduate from and be certified by a valid Peace Officer Standards and Training (POST) basic academy.

Experience: Some employers report that they prefer work experience in this occupation. Those that do indicate a preference for candidates with at least 6 - 24 months of previous experience as a police officer.

Skills and Qualifications:

Able to use logic and analysis to identify the strengths and weaknesses of different approaches

Being aware of others' reactions and understanding why they react the way they do

Able to identify the nature of problems

Able to talk to others to effectively convey information

Able to listen to what others are saying and ask questions as appropriate

Know how to find information and identify essential information

Able to weigh the relative costs and benefits of a potential action

Actively looking for ways to help people

Able to administer emergency first aid

Possession of a Firearms Qualifications Card

Able to write effectively and legibly

Able to pass a pre-employment medical examination

Able to pass a physical performance test

Understanding of a variety of cultures

Able to read and comprehend information quickly

Able to pass psychological interview

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$12.23 - 20.42	\$12.76 - 14.08	\$12.88	\$13.52
New Hires, W/ Experience	\$13.86 - 20.14	\$12.76 - 16.75	\$14.11	\$14.08
After Three Years W/ Firm	\$15.20 - 23.65	\$14.16 - 19.39	\$17.05	\$16.44

Hours Worked: Almost all Police Patrol Officers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	67%	33%
Dental Insurance	67%	33%
Vision Insurance	67%	33%
Life Insurance	78%	11%
Sick Leave	89%	0%
Vacation	100%	0%
Retirement Plan	100%	0%
Child Care	0%	0%

*Percentage is based on 9 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	*N/A	X
Moderately Difficult	*N/A	
Not Difficult	*N/A	

The Job Market

Experienced applicants: Not Applicable

Inexperienced applicants: Not Competitive

*None of the surveyed employers required previous work experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, in-house promotion or transfer, current employee referrals.

Turnover: Among employers surveyed, the rate is 14.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 280 to 370 (Large)**Gender:** Employers indicated 97% of workers are male; 3% female.**Projections:**

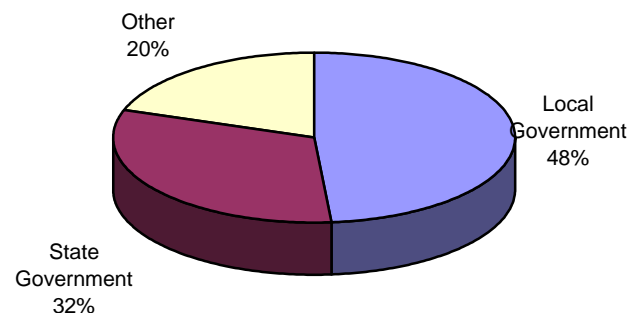
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 90

Separations to 2004: 60

Total Openings: 150

Growth Trends: The new job growth rate over seven years is 32% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: California Highway Patrol Officer; Patrol Officer

O*NET: 33-3051.01 Police Patrol Officers

DOT: 375.263-014 Police Officer I,
375.267-042 Police Officer, Safety Instruction

Promotional Opportunities: May be promoted to Corporal, Sergeant; Lieutenant; Captain; Chief; Commander

Union/Collective Bargaining: Many employers indicated their employees are unionized for this occupation.

Employer Responses: 9 employers, representing 209 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

RECEPTIONISTS AND INFORMATION CLERKS**OES 553050**

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer vocational or technical training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to require 6 - 24 months experience in various aspects of office work. These include the following: receptionist, secretary, medical office, front desk, or other clerical-related occupation.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Listening to what others are saying and asking questions as appropriate
 Able to actively look for ways to help people
 Able to adjust actions in relation to others' actions
 Being aware of others' reactions and understanding why they react the way they do
 Alphabetic and numeric filing skills
 Bookkeeping skills
 Able to operate a multi-line command phone center
 Telephone answering skills
 Able to write effectively and legibly
 Able to type at least 45 words per minute
 Word processing, spreadsheet, and database skills
 Willingness to work with close supervision
 Able to work under pressure
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 9.61	\$7.00
New Hires, W/ Experience	\$6.45 - 12.00	\$8.75
After Three Years W/ Firm	\$7.00 - 14.00	\$10.45

Hours Worked: Many Receptionists and Information Clerks work full-time averaging 40 hours per week. Many work part-time averaging 29 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost	
	FT	PT	FT	PT
Medical Insurance	63%	0%	25%	0%
Dental Insurance	56%	0%	19%	0%
Vision Insurance	56%	0%	19%	0%
Life Insurance	63%	0%	13%	0%
Sick Leave	88%	0%	0%	0%
Vacation	88%	0%	0%	0%
Retirement Plan	38%	0%	25%	0%
Child Care	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Turnover: Among employers surveyed, the rate is 39.7% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 480 to 590 (Very Large)

Gender: Employers indicated 93% of workers are female; 7% male.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	110
Separations to 2004:	70
Total Openings:	180

Growth Trends: The new job growth rate over seven years is 23% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

Health Services	35%
Real Estate Agents & Managers	9%
Veterinary Services	8%
Miscellaneous Amusement & Recreation	7%
Legal Services	4%
Personnel Supply Services	3%
Business Associations	3%
Commercial Banks	2%
Beauty Shops	2%
Individual & Family Services	2%
Passenger Transportation Arrangements	2%
Other	24%

OTHER INFORMATION:**Alternate Job Titles:**

Receptionists; Police Administrative Secretary; Records Clerks

O*NET: 43-4171.00 Receptionists and Information Clerks

DOT: 237.367-010 Appointment Clerk; 237.367-018 and 237.367-022 Information Clerk; 237.367-038 Receptionist; 237.367-042; 237.367-046

Promotional Opportunities: May be promoted to Secretary; Office Manager; Case Manager; Supervisor; Personnel Assistant; Assistant Manager

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 73 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

RECREATION WORKERS**OES 273110**

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require a high school diploma or equivalent. Some employers require a bachelor's degree, generally for recreation coordinators for local government agencies. Most employers require or prefer vocational/technical training.

Experience: Most employers report they require or prefer work experience in this occupation; many will accept experience in a related recreation or camp counselor occupation. Most employers require one year or more experience, but less experience is required for entry level recreation workers.

Skills and Qualifications:

Oral communication skills

Ability to write legibly

Basic math skills

Good physical condition

Ability to apply teaching techniques

Ability to plan and organize training programs

Ability to apply principles of recreation

Ability to plan and organize the work of others

Ability to administer emergency first aid

Knowledge of geriatrics

Ability to hire and assign personnel

Ability to accurately record and report information

Leadership skills

Interpersonal skills

Ability to work independently and with close supervision

Possession of a clean police record

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 12.00	\$7.63
New Hires, W/ Experience	\$7.00 - 17.26	\$10.92
After Three Years W/ Firm	\$8.50 - 19.80	\$13.14

Hours Worked: Some Recreation Workers work full-time, some part-time, and some work seasonally part-time or full-time. Almost all employees work day shifts.

Benefits (% of Employers* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>		<u>Employee Pays All or Not Provided</u>	
	FT	PT	FT	PT	FT	PT
Medical Insurance	58%	0%	33%	0%	8%	100%
Dental Insurance	58%	0%	33%	0%	8%	100%
Vision Insurance	42%	0%	33%	0%	25%	100%
Life Insurance	58%	0%	8%	0%	33%	100%
Sick Leave	92%	33%	0%	0%	8%	67%
Vacation	92%	33%	0%	0%	8%	67%
Retirement Plan	8%	0%	83%	33%	8%	67%
Child Care	0%	0%	0%	0%	100%	100%

*Percentages are based on 12 employers responding for full-time and 3 for part-time.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, employee referrals, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 15.8% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 160 to 190 (Medium)**Gender:** Employers indicated 78% of workers are female; 22% male.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 30

Separations to 2004: 30

Total Openings: 60

Growth Trends: The new job growth rate over seven years is 19% which is the same as the average new job growth rate for all occupations in the consortium. All employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

Local Government, Except Hospitals & Education
Miscellaneous Amusement or Recreation Service
Nursing & Personal Care Facilities
Hotels & Motels

OTHER INFORMATION:

Alternate Job Titles: Recreation Coordinator; Activity Coordinator

O*NET: 39-9032.00 Recreation Workers

DOT: 195.227-010 Program Aide, Group Work
195.227-014 Recreation Leader
159.124-010 Counselor, Camp
187.167-238 Recreation Supervisor
352.167-010 Director, Social

Promotional Opportunities: May be promoted to Recreation Director

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 58 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

REGISTERED NURSES**OES 325020**

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require either an associate's or bachelor's degree; most require just an associate's degree. Almost all employers require or prefer at least 24 months of vocational training and a state RN license. The State license requires completion of a Registered Nurse training program: either a two year associate degree program or a four year bachelor's degree program: both include clinical internships. Students who have completed required coursework may work up to one year before passing exams for the required license.

Experience: Many employers report they require or prefer work experience in this occupation. Many require or prefer at least one year of nursing experience.

Skills and Qualifications:

Basic math skills

Ability to read and follow instructions

Ability to write legibly and effectively

Oral communication and public contact skills

Ability to apply complex rules and regulations

Ability to complete and explain insurance forms

Ability to plan and organize the work of others

Ability to provide personal services to patients

Ability to administer an electro-cardiograph (EKG) test

Record keeping skills

Intensive care treatment skills

Ability to apply transferring techniques moving patients

Ability to work under pressure

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$17.11 - 20.60	\$16.31 - 18.72	\$19.00	\$17.06
New Hires, W/ Experience	\$16.56 - 22.40	\$16.05 - 20.59	\$20.50	\$19.46
After Three Years W/ Firm	\$18.28 - 26.18	\$18.90 - 22.98	\$23.00	\$21.56

Hours Worked: Almost all nurses work full-time, but for unionized businesses or agencies, most nurses work full-time and some part-time. Full-time nurses average 40 hours per week, and many work swing or overnight shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost	
	FT	PT	FT	PT
Medical Insurance	76%	0%	24%	38%
Dental Insurance	71%	0%	24%	38%
Vision Insurance	71%	13%	18%	25%
Life Insurance	65%	13%	6%	13%
Sick Leave	94%	50%	0%	13%
Vacation	100%	50%	0%	13%
Retirement Plan	12%	0%	76%	25%
Child Care	0%	0%	0%	0%

*Percentages are based on 17 employers responding for full-time and 8 for part-time.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the internet, and colleges/universities.

Turnover: Among employers surveyed, the rate is 13.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 940 to 1150 (Very Large)**Gender:** Employers indicated 89% of workers are female; 11% male.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 210

Separations to 2004: 110

Total Openings: 320

Growth Trends: The new job growth rate over seven years is 22% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Many project their employment to remain stable the next two years.

Where The Jobs Are

Hospitals
Nursing & Personal Care Facilities
Health Clinics
Medical Offices
Management & Public Relations

OTHER INFORMATION:**Alternate Job Titles:** Public Health Nurse**O*NET:** 29-1111.00 Registered Nurses

DOT: 075.264-010 Nurse Practitioner
075.364-010 Nurse, General Duty
075.124-014 Nurse, Community Health
& over 10 related codes/definitions 075.127 to 075.264

Promotional Opportunities: May be promoted to Nursing Supervisor; Director of Nursing; RN Manager; Unit Coordinator

Union/Collective Bargaining: Some employers indicated their employees are unionized for this occupation.

Employer Responses: 17 employers, representing 652 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SALESPERSONS - RETAIL (Except Vehicle Sales)**OES 490112**

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

EMPLOYER REQUIREMENTS

Education and Training: Most employers reported they do not require a high school diploma or equivalent. No employers require an associate's or bachelor's degree; some require a high school diploma or equivalent. No employers require vocational training.

Experience: Most employers reported they do not require experience in this occupation. Some require a year or more experience.

Skills and Qualifications:

Customer service skills
 Oral communication skills
 Basic math skills
 Ability to write legibly and effectively
 Ability to read and follow instructions
 Ability to apply sales techniques
 Understanding of inventory techniques
 Ability to operate a cash register
 Ability to make change
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 20 lbs. repeatedly
 Good grooming skills
 Willingness to work with close supervision
 Ability to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 7.00	\$6.25
New Hires, W/ Experience	\$6.25 - 9.00	\$7.00
After Three Years W/ Firm	\$6.50 - 17.26	\$8.50

Hours Worked: Among employers surveyed, most Salespersons work full-time and average 40 hours per week. Part-time workers average 20 hours per week. All employers reported day shifts and many have swing shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All or Not Provided	
	FT	PT	FT	PT	FT	PT
Medical Insurance	60%	0%	33%	36%	7%	64%
Dental Insurance	40%	0%	40%	36%	20%	64%
Vision Insurance	40%	0%	33%	27%	27%	73%
Life Insurance	63%	0%	33%	0%	67%	100%
Sick Leave	80%	9%	0%	9%	20%	82%
Vacation	100%	45%	0%	9%	0%	45%
Retirement Plan	0%	0%	93%	36%	7%	64%
Child Care	0%	0%	0%	0%	100%	100%

*Percentages are based on 15 employers responding for full-time and 11 for part-time.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market

Experienced applicants: Not Competitive
 Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: employee referrals, walk-in applicants, and newspaper ads.

Turnover: Among employers surveyed, the rate is 28.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 1920 to 2270 (Very Large)

Gender: Employers indicated 54% of workers are female; 46% male.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	350
Separations to 2004:	520
Total Openings:	870

Growth Trends: The new job growth rate over seven years is 18% which is growing at an average rate. The new job growth rate is 19% for all occupations in the consortium for this period. Most employers project their employment in this occupation to grow over the next two years. Some employers project their employment to remain stable the next two years.

Where The Jobs Are

Department Stores
 Miscellaneous Shopping Goods Stores
 Lumber & Other Building Materials
 Furniture & Homefurnishings Store
 Grocery Stores
 Hardware Stores
 Shoe Stores
 Retail Stores
 Auto & Home Supply Stores
 Retail Nurseries & Garden Stores

OTHER INFORMATION:

Alternate Job Titles: Sales Associates; Sales Clerks; Counter Persons; Merchandise Crew

O*NET: 41-2031.00 Retail Salespersons
 41-2021.00 Parts Salespersons

DOT: 279.357-054 Salesperson, General Merchandise
 299.677-010 Sales Attendant; 290.477-014 Sales Clerk; 279.357-062 Salesperson, Parts; 290.477-014; & over 40 other DOT codes/definitions, generally product-specific, between 261.351-010 - 261.357-070; 272.357-022 - 277.357-066

Promotional Opportunities: May be promoted to Assistant Manager; Sales Manager; Department Head; Team Leader

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 843 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SECRETARIES (Except Legal and Medical)**OES 551080**

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require a high school diploma or equivalent. Few employers require an associate's degree. Few employers require 6 months of vocational or technical training, yet they generally require many of the skills listed below.

Experience: Some employers report they require or prefer at least two years experience in secretarial or related work. Many employers do not require prior work experience in this occupation.

Skills and Qualifications:

Ability to write legibly and effectively
 Ability to read and follow instructions
 Basic math skills
 Oral communication and people skills
 Telephone answering and phone system skills
 Ability to type at least 60 wpm
 English grammar, spelling, and punctuation skills
 Proofreading skills
 Alphabetic and numeric filing skills
 Ability to maintain an appointment calendar
 Ability to take dictation at 100 wpm or more
 Ability to use word processing software
 Ability to use spreadsheet software
 Ability to use database software
 Ability to operate a transcribing machine
 Ability to follow billing procedures
 Willingness to work with close supervision
 Ability to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.21 - 14.01	\$11.15
New Hires, W/ Experience	\$7.75 - 13.30	\$11.25
After Three Years W/ Firm	\$9.15 - 16.22	\$12.29

Hours Worked: For employers surveyed, all Secretaries work full-time and average 39 hours per week. All work day shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All or Not Provided
Medical Insurance	88%	12%	0%
Dental Insurance	88%	12%	0%
Vision Insurance	88%	6%	6%
Life Insurance	12%	0%	88%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	6%	88%	6%
Child Care	0%	0%	100%

*Percentages are based on 17 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, EDD, and employee referrals.

Turnover: Among employers surveyed, the rate is 15.3% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 910 to 970 (Very Large)

Gender: Employers indicated 100% of workers are female; 0% male.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 60

Separations to 2004: 100

Total Openings: 160

Growth Trends: The new job growth rate over seven years is 7% which is growing slower than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their employment in this occupation to remain stable over the next two years. Few employers project their employment to grow in the next two years.

Where The Jobs Are

Elementary and Secondary Schools
 Local Government, Except Hospitals and Education
 Colleges & Universities
 Hospitals
 Real Estate Agents and Managers
 Accounting, Auditing, & Bookkeeping
 Federal Government, Except Hospitals and Education
 Religious Organizations
 Personnel Supply Services
 Auto & Home Supply Stores
 Title Insurance
 Individual & Family Services
 Nonresidential Building Construction
 Plumbing, Heating, Air Conditioning

OTHER INFORMATION:

Alternate Job Titles: Office or Administrative Assistant

O*NET: 43-6014.00 Secretaries, except Legal, Medical, Exec.
 43-6011.00 Executive Secretaries & Admin. Assts.
 43-4171.00 Receptionists and Information Clerks

DOT: 201.362-030 Secretary; 169.167-014 Admin. Secretary;
 & 4 codes/definitions betw. 201.162-010 & 201.362-030

Promotional Opportunities: May be promoted to Administrative Assistant; Executive Secretary; Administrator

Union/Collective Bargaining: Almost all employers that responded to this survey indicated their employees are unionized for this occupation. More broadly, that would not be the case with most industries listed above in Where the Jobs Are for this area.

Employer Responses: 17 employers, representing 139 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SHERIFFS AND DEPUTY SHERIFFS**OES 630320**

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a high school diploma or equivalent. They indicate a requirement for candidates who have graduated from and be certified by a valid Peace Officer Standards and Training (POST) basic academy.

Experience: Most employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 12 months experience as a sheriff or deputy sheriff, or other law enforcement positions.

Skills and Qualifications:

Able to listen to what others are saying and ask questions as appropriate
 Able to talk to others to effectively convey information
 Able to identify the nature of problems
 Knowing how to find information and identify essential information
 Able to weigh the relative costs and benefits of a potential action
 Analytical skills
 Good vision
 Able to be aware of others' reactions and understanding why they react the way they do
 Able to administer emergency first aid
 Possession of a Firearms Qualifications Card
 Able to write effectively and legibly
 Able to work outdoors in all weather conditions
 Able to pass a pre-employment medical examination
 Able to pass a physical performance test
 Able to pass psychological interview

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$13.89 - 15.12	\$14.51
New Hires, W/ Experience	\$13.29 - 16.42	\$14.40
After Three Years W/ Firm	\$13.97 - 19.96	\$16.68

Hours Worked: Almost all Sheriffs and Deputy Sheriffs work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	75%	25%
Dental Insurance	50%	50%
Vision Insurance	75%	25%
Life Insurance	100%	0%
Sick Leave	75%	0%
Vacation	75%	0%
Retirement Plan	50%	25%
Child Care	0%	0%

*Percentage is based on 4 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, and colleges and universities.

Turnover: Among employers surveyed, the rate is 13.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 190 to 240 (Large)

Gender: Employers indicated 58% of workers are male; 42% female.

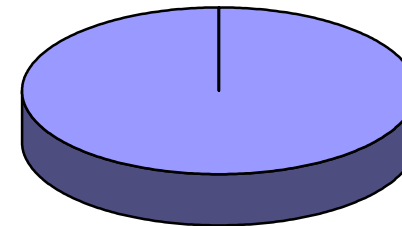
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	50
Separations to 2004:	10
Total Openings:	60

Growth Trends: The new job growth rate over seven years is 26% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



Local
Government
100%

OTHER INFORMATION:

Alternate Job Titles: Deputy Sheriffs II & III

O*NET: 33-3051.03 Sheriffs and Deputy Sheriffs

DOT: 377.263-010 Sheriff, Deputy
377.667-018 Deputy Sheriff, Civil Division
377.667-014 Deputy Sheriff, Building Guard

Promotional Opportunities: May be promoted to Corporal; Detective; Sergeant; Lieutenant

Union/Collective Bargaining: All employers indicated their employees are unionized for this occupation.

Employer Responses: 4 employers, representing 130 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SOCIAL WORKERS - Except Medical and Psychiatric**OES 273050**

Social Workers - Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a bachelor's degree; some require an associate's degree; and some require only a high school diploma or equivalent. Some employers require 12 - 24 months of vocational or technical training, generally in social services or guidance counseling.

Experience: Almost all employers require or prefer work experience in this occupation. Few employers accept training in place of experience. Many employers require at least two years of experience. Many accept experience in related social science, counseling, and service fields as a substitute for social work experience.

Skills and Qualifications:

Oral communication skills
 Ability to read and follow instructions
 Basic math skills
 Ability to write legibly and effectively
 Record keeping skills
 Vocational counseling skills
 Ability to interview others for information
 Ability to use computer for wordprocessing and record keeping
 Knowledge of family social work
 Understanding of a variety of cultures
 Knowledge of protective services for children, adults, and elderly
 Understanding of court proceedings
 Ability to handle crisis situations
 Ability to apply complex rules and regulations
 Ability to work independently and with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$9.00 - 12.10	Insufficient Data	\$9.22	Insuff. Data
New Hires, W/ Experience	\$8.00 - 17.50	\$12.18 - 17.38	\$12.00	\$14.01
After Three Years W/ Firm	\$10.00 - 18.20	\$14.58 - 20.12	\$14.19	\$15.79

Hours Worked: Almost all Social Workers work full-time averaging 41 hours per week, and work day shifts. A few employers require swing and/or overnight shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All or Not Provided
Medical Insurance	73%	27%	0%
Dental Insurance	60%	33%	7%
Vision Insurance	60%	27%	13%
Life Insurance	53%	20%	27%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	7%	93%	0%
Child Care	0%	0%	100%

*Percentages are based on 15 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the internet, in-house promotion or transfer, and employee referrals.

Turnover: Among employers surveyed, the rate is 14.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 240 to 370 (Large)**Gender:** Employers indicated 79% of workers are female; 21% male.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 130

Separations to 2004: 30

Total Openings: 160

Growth Trends: The new job growth rate over seven years is 54% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Some employers project their firm's employment in this occupation to grow over the next two years. Most employers project their employment to remain stable the next two years.

Where The Jobs Are

Local Government, Except Hospitals & Education
Individual & Family Services
Hospitals
Skilled Nursing Care Facilities

OTHER INFORMATION:

Alternate Job Titles: Social Service Coordinator;
Family Service Worker & Educator; Child-Parent Advocate

O*NET: 21-1021.00 Child, Family, and School Social Workers
21-1092.00 Probation Officers and Correctional Treatment Specialists

DOT: 195.107-010 Caseworker, Family;
195.107-014 Caseworker, Child Welfare
195.107-026 Social Worker, Delinquency Prevention
195.107-042 Correctional Treatment Specialist
and 8 other, related DOT codes/definitions.

Promotional Opportunities: May be promoted to Social Worker Supervisor; Administrator

Union/Collective Bargaining: Some employers indicated their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 198 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

STOCK CLERKS -- SALES FLOOR**OES 490210**

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. All employers surveyed indicate previous training is neither required nor preferred, and is not a factor in hiring decisions.

Experience: Few employers report that they require or prefer work-related experience. Those seeking experienced employees, however, tend to hire applicants with 3 - 12 months of experience as a stock clerk, warehouse worker, or related sales field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

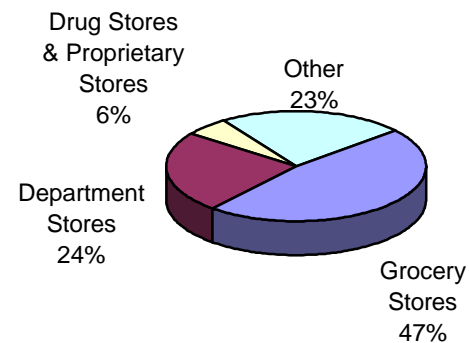
Medical Insurance:	84%
Dental Insurance:	74%
Vision Insurance:	58%
Life Insurance:	16%
Paid Vacation:	84%
Paid Sick Leave:	63%
Retirement Plan:	26%

*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Stock Clerks work full-time averaging 40 hours per week. Many work part-time at an average of 19 hours weekly.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.48	\$5.75
New Hires, With Experience:	\$5.75 - 8.00	\$6.00
After Three Years With Firm:	\$5.75 - 12.60	\$7.75

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to operate a fork lift
 Record keeping skills
 Cash handling skills
 Understanding of inventory techniques
 Ability to organize work
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 50 lbs. repeatedly
 Willingness to work with close supervision
 Ability to work independently
 Customer service skills
 Ability to follow oral instructions
 Basic math skills
 Ability to read and follow instructions
 Oral communication skills
 Basic computer skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Stocker, Receiving Clerk, Associates, Warehouseman

O*NET: 43-5081.01 Stock Clerks, Sales Floor

Related DOT Code: 299.367-014, 299.677-014

Career Ladders: May be promoted to grocery manager, inside salesman, head stockperson, head clerk, merchandising assistant, or other managerial positions

Turnover: The rate is 34.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, newspaper ads, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market

Experienced applicants: Not Competitive
 Inexperienced applicants: Very Competitive

Employer Responses: 19 employers, representing 327 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 680 to 710 (Very Large)

Growth Projections: New jobs through 2004: 30
 Separations to 2004: 70
 Total Openings: 100

Growth Trends: The new job growth rate over seven years is 4.4%, which is growing slower than the average job growth rate of 20.2% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate employment to remain stable over this period.

Gender: Employers responding indicate 44% of workers are male, 56% are female.

STOCK CLERKS - STOCKROOM , WAREHOUSE, STORAGE YARD**OES 580230**

Stock Clerks, Stockroom, Warehouse, and Storage Yard, receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

EMPLOYER REQUIREMENTS

Education and Training: Most employers reported they do not require a high school diploma or equivalent; and none require any college degree. All employers do not require vocational or technical training.

Experience: Some employers prefer applicants to have three or more months of experience in this occupation. All employers do not require new hires to have experience in this occupation.

Skills and Qualifications:

Ability to follow oral instructions
 Ability to read and follow instructions
 Basic math skills
 Ability to write legibly
 Oral communication skills
 Record keeping and organizational skills
 Understanding of inventory techniques
 Labeling skills
 Ability to stock shelves
 Public contact skills
 Ability to lift at least 50 lbs. repeatedly
 Ability to operate a fork lift
 Willingness to work with close supervision
 Ability to work independently
 Possession of a valid Class B driver's license

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.00	\$7.50
New Hires, W/ Experience	\$6.30 - 9.00	\$8.00
After Three Years W/ Firm	\$8.00 - 12.00	\$9.53

Hours Worked: Almost all Stock Clerks work full-time averaging 40 hours per week. Few work part-time and average 25 hours per week. Some employers have swing and overnight shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All or Not Provided
Medical Insurance	43%	50%	7%
Dental Insurance	43%	43%	14%
Vision Insurance	29%	29%	43%
Life Insurance	29%	21%	50%
Sick Leave	71%	0%	29%
Vacation	93%	0%	7%
Retirement Plan	7%	79%	14%
Child Care	0%	0%	100%

*Percentages are based on 14 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	NA*	
Moderately Difficult	NA*	
Not Difficult	NA*	X

* None of the employers responding to this survey required experience.

The Job Market

Experienced applicants: Not Applicable

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: employee referrals, walk-in applicants, in-house promotion or transfer, and newspaper ads.

Turnover: Among employers surveyed, the rate is 25.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 310 to 360 (Large)

Gender: Employers indicated 70% of workers are male; 30% female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 50

Separations to 2004: 30

Total Openings: 80

Growth Trends: The new job growth rate over seven years is 16% which is growing slower than the average new job growth rate of 19% for all occupations in the consortium. Some employers project their firm's employment in this occupation to grow over the next two years. Most employers project their employment to remain stable the next two years.

Where The Jobs Are

Grocery Stores
Federal Government, Except Hospitals and Education
Lumber and Other Building Materials
Machinery, Equipment, & Supplies
Auto & Home Supply Stores
Department Stores
Public Warehousing & Storage
Local Government, Except Hospitals and Education
Hospitals
Miscellaneous Business Services
Plumbing, Heating, Air-Conditioning
Hardware Stores

OTHER INFORMATION:

Alternate Job Titles: Stockroom Clerks; Yardman; Receiver; Warehouse Clerk; Merchandiser

O*NET: 43-5081.01 Stock Clerks, Sales Floor
43.5081.03 Stock Clerks - Stockroom, Warehouse, or Storage Yard

DOT: 222.387-058 Stock Clerk; 222.367-042 Parts Clerk; and 25 related codes/definitions between 219.367-018 and 381.687-010, mostly between 222.367 and 222.387

Promotional Opportunities: May be promoted to Parts Sales; Merchandiser; Foreman; Assistant Manager; Route Driver

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 71 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TEACHERS AND INSTRUCTORS - VOCATIONAL EDUCATION AND TRAINING**OES 313140**

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Please include correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require a high school diploma or equivalent; some require an associate's degree; and only a few require a bachelor's degree. Almost all require vocational or technical training, with most employers requiring at least one year of training in the vocational field in which hired to teach. Almost all require a teaching credential or instructor certificate (could be for single subject).

Experience: Almost all employers report they require or prefer work experience in this occupation. Most employers require at least two years of experience as a vocational teacher.

Skills and Qualifications:

Ability to maintain classroom discipline
 Ability to write legibly and effectively
 Ability to perform advanced mathematical computations
 Ability to give oral instructions
 Knowledge of OSHA safety standards
 Ability to use a computer for wordprocessing and record keeping
 Willingness to work part-time
 Willingness to work evenings
 Ability to work independently
 Ability to work under pressure

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$7.48 - 22.42	Insufficient Data	\$10.87	Insuff. Data
New Hires, W/ Experience	\$8.05 - 22.85	\$16.19 - 18.63	\$14.50	\$16.51
After Three Years W/ Firm	\$9.78 - 24.22	\$16.61- 20.27	\$17.00	\$18.78

Hours Worked: Many Vocational Teachers work full-time and many work part-time for schools, trade schools, or colleges; full-time teachers average 39 hours per week and part-timers average 20 hours per week. Some employers have weekend classes to teach.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost	
	FT	PT	FT	PT
Medical Insurance	82%	0%	0%	27%
Dental Insurance	73%	0%	0%	18%
Vision Insurance	73%	0%	0%	18%
Life Insurance	45%	0%	0%	0%
Sick Leave	91%	18%	0%	0%
Vacation	82%	9%	0%	0%
Retirement Plan	9%	0%	55%	9%
Child Care	0%	0%	0%	0%

*Percentages are based on 11 employers responding for full-time, and 11 for part-time.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, employee referrals, EDD, and the internet.

Turnover: Among employers surveyed, the rate is 18.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 260 to 290 (Large)**Gender:** Employers indicated 59% of workers are male; 41% female.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	30
Separations to 2004:	20
Total Openings:	50

Growth Trends: The new job growth rate over seven years is 12% which is growing slower than the average new job growth rate of 19% for all occupations in the consortium. Some employers project their firm's employment in this occupation to grow over the next two years. Most employers project their employment to remain stable the next two years.

Where The Jobs Are

Community Colleges
Post-Secondary Schools
Trade Schools
Secondary Schools
Vocational Schools
Business and Secretarial Schools
School and Education Services
Job Training and Vocational Rehabilitation Services
Career Centers

OTHER INFORMATION:

Alternate Job Titles: Instructors; ROP Teachers; Job Coaches

O*NET: 25-1194.00 Vocational Education Teachers - Post-Secondary

DOT: 097.221-010 Instructor, Vocational Training
166.221-010 Instructor, Technical Training
099.227-014 Instructor, Correspondence School;
375.227-010 Police Academy Instructor
075.127-010; 099.227-018; 166.221-010; 239.227-010; and over 10 related codes/definitions between 683.222-010 - 955.222-010

Promotional Opportunities: May be promoted to Supervisor; Administrator

Union/Collective Bargaining: Some employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 110 employees in this occupation, supplied data used in developing the analysis for this occupational profile.

TEACHERS -- ELEMENTARY SCHOOL**OES 313050**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a bachelor's degree. Almost all employers indicate they require or prefer vocational training prior to hire. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Elementary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: All employers surveyed report they do not require prior work experience in this occupation.

Skills and Qualifications:

Able to teach others how to do something
 Able to talk to others to effectively convey information
 Able to use multiple approaches when learning or teaching new things
 Understanding written sentences and paragraphs in work documents
 Able to listen to what others are saying and ask questions as appropriate
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Being aware of others' reactions and understanding why they react the way they do
 Assessing how well one is doing when learning or doing something
 Able to find ways to structure or classify multiple pieces of information
 Developing approaches for implementing an idea
 Able to administer emergency first aid
 Possession of a clean police record

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$17.25 - 21.39	\$19.24 - 24.69	\$20.30	\$21.51
New Hires, W/ Experience	\$17.99 - 22.86	\$19.87 - 28.60	\$20.88	\$23.45
After Three Years W/ Firm	\$20.21 - 23.55	\$20.52 - 34.35	\$21.48	\$23.65

Hours Worked: Almost all Elementary School Teachers work full-time averaging 37 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	100%	0%
Dental Insurance	100%	0%
Vision Insurance	100%	0%
Life Insurance	16%	0%
Sick Leave	100%	0%
Vacation	32%	0%
Retirement Plan	16%	84%
Child Care	0%	5%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	*N/A	
Moderately Difficult	*N/A	
Not Difficult	*N/A	X

The Job Market

Experienced applicants: Not Applicable

Inexperienced applicants: Very Competitive

*None of the surveyed employers required previous work experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges & universities, newspaper ads, and school & program referrals.

Turnover: Among employers surveyed, the rate is 5.7% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 1,650 to 1,780 (Very Large)**Gender:** Employers indicated 81% of workers are female; 19% male.**Projections:**

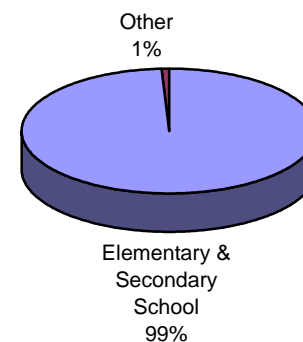
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 130

Separations to 2004: 260

Total Openings: 390

Growth Trends: The new job growth rate over seven years is 8% which is growing slower than the average new job growth rate of 19% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Many anticipate employment to remain stable over this period.

Where The Jobs Are**OTHER INFORMATION:****Alternate Job Titles:** Teacher**O*NET:** 25-2021.00 Elementary School Teachers, Except Special Education**DOT:** 092.227-010 Teacher, Elementary School;
092.227-014 Teacher, Kindergarten**Promotional Opportunities:** May be promoted to Vice Principal; Superintendent; Administrator**Union/Collective Bargaining:** Most employers indicated their employees are unionized for this occupation.**Employer Responses:** 19 employers, representing 1,113 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TEACHERS -- PRESCHOOL**OES 313030**

Preschool Teachers instruct children (normally up to 5 years of age) in activities to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require at least a high school diploma or equivalent prior to employment. Further, they indicate additional training or certification is necessary. Almost all employers report that the completion of 12 units of early childhood education is a requirement for those seeking to be hired.

Experience: Almost all employers report that they require or prefer work-related experience prior to employment. They tend to hire applicants with 6 - 12 months of daycare experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

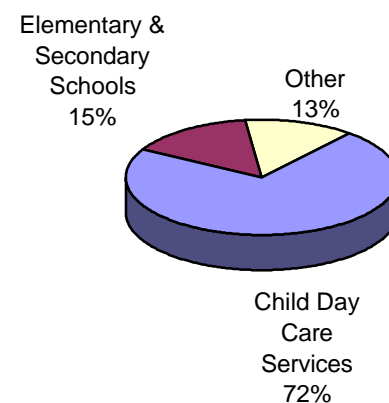
Medical Insurance:	37%
Dental Insurance:	26%
Vision Insurance:	21%
Life Insurance:	0%
Paid Vacation:	63%
Paid Sick Leave:	58%
Retirement Plan:	26%

*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Preschool Teachers work full-time averaging 39 hours per week. Many work part-time at an average of 23 hours weekly.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 13.91	\$9.68
New Hires, With Experience:	\$5.75 - 13.91	\$6.00
After Three Years With Firm:	\$6.35 - 17.60	\$8.00

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to work well with children
 Ability to administer emergency first aid and CPR
 Ability to exercise patience
 Ability to work under pressure
 Understanding of a variety of cultures
 Problem solving skills
 Oral reading skills
 Artistic skills
 Musical skills
 Classroom management and record keeping skills
 Ability to operate audiovisual equipment
 Ability to write effectively and legibly
 Ability to apply principles of recreation
 Possession of a clean police record
 Ability to work independently
 Willingness to work with close supervision

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Child Care Teacher, Teacher

O*NET: 25-2011.00 Preschool Teachers, Except Special Education

Related DOT Code: 092.227-018 Teacher, PreSchool

Career Ladders: May be promoted to Head Teacher or Assistant Director

Turnover: The rate is 14.1% for employees in this occupation.

Unionization: Yes. Few employers responding indicate employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges or universities, current employee referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive
 Inexperienced applicants: Not Competitive

Employer Responses: 19 employers, representing 92 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 170 to 190 (Large)

Growth Projections: New jobs through 2004: 20
 Separations to 2004: 30
 Total Openings: 50

Growth Trends: The new job growth rate over seven years is 11.8%, which is growing slower than the average new job growth rate of 20.2% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth.

Gender: Employers responding indicate 1% of workers are male, 99% are female.

TEACHERS -- SPECIAL EDUCATION**OES 313110**

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. They include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require a bachelor's degree prior to hiring an applicant for this occupation. Graduate study is consistent with the State of California's credentialing requirements for Special Education Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the

Experience: Some employers report that they require or prefer previous work-related experience. They tend to hire applicants with 12 months of prior teaching experience. Those not requiring previous experience still require student teaching, in accordance with state regulations.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

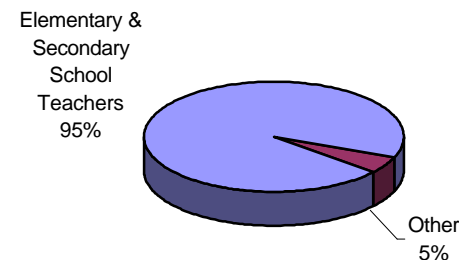
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	33%
Paid Vacation:	40%
Paid Sick Leave:	100%
Retirement Plan:	93%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Special Education Teachers work full-time for an average of 38 hours per week.

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$12.55 - 15.69	\$14.38
New Hires, With Experience:	\$13.07 - 18.08	\$15.73
After Three Years With Firm:	\$13.68 - 23.01	\$17.18

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Ability to work with students with disabilities
 Ability to teach physical education
 Ability to sign
 Ability to read lips is desirable
 Ability to read Braille is desirable
 Ability to use computers as a teaching tool
 Classroom management skills
 Ability to plan and organize training programs
 Ability to write effectively and legibly
 Ability to handle crisis situations
 Imagination and creativity
 Ability to maintain classroom discipline
 Ability to exercise patience
 Basic math skills
 Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Teacher, Resource Specialist Teacher

O*NET: 25-2041.00 Special Education Teacher, Preschool,
 Kindergarten, and Elementary School
 25-2042.00 Special Educ. Teacher, Middle School
 25-2043.00 Special Educ. Teacher, Secondary School

Related DOT Code: 094.227-030, 094.224-010, 094.227-022, 094.224-014, 094.224-018

Promotional Opportunities May be promoted to Director of Special Education or other administrative positions

Turnover: The rate is 16.5% for employees in this occupation over the past 12 months.

Unionization: Yes. All employers surveyed report they are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges or universities, and the Internet.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market

Experienced applicants: Not Competitive
 Inexperienced applicants: Not Competitive

Employer Responses: 15 employers, representing 224 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 390 to 480 (Very Large)

Growth Projections: New jobs through 2004: 90
 Separations to 2004: 20
 Total Openings: 110

Growth Trends: The new job growth rate over seven years is 23.1%, which is growing faster than the average new job growth rate of 20.2% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 25% of workers are male, 75% are female.

TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS**OES 857020**

Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some employers require six or more months of technical or vocational training in electrical or communications systems. Some employers send their workers to industry-specific training.

Experience: All employers report they require or prefer experience in this occupation. Many employers will accept experience in related occupations. Most employers require or prefer at least one year of experience.

Skills and Qualifications:

Ability to read, follow instructions, and use service manuals
 Ability to write legibly
 Basic math skills
 Oral communication skills
 Possession of good color perception
 Ability to operate electric testing equipment
 Ability to apply principles of microwave technology
 Understanding of fiber optics
 Ability to read blueprints and schematics
 Ability to use hand tools
 Ability to climb poles
 Ability to crawl under buildings
 Ability to operate trenching machines
 Possession of a valid driver's license

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.00 - 14.92	\$9.75
New Hires, W/ Experience	\$9.00 - 20.38	\$12.25
After Three Years W/ Firm	\$10.00 - 24.01	\$14.50

Hours Worked: All Telephone and Cable TV Line Installers and Repairers work full-time averaging 40 hours per week. All employers have day shifts; some have swing shifts and on-call status

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	50%	50%
Dental Insurance	0%	50%
Vision Insurance	0%	50%
Life Insurance	17%	33%
Sick Leave	67%	0%
Vacation	100%	0%
Retirement Plan	17%	50%
Child Care	0%	0%

*Percentage is based on 6 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: employee referrals, newspaper ads, and in-house promotion or transfer.

Turnover: Among employers surveyed, the rate is 5% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 80 to 110 (Medium)**Gender:** Employers indicated 100% of workers are male; 0% female.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 30

Separations to 2004: 20

Total Openings: 50

Growth Trends: The new job growth rate over seven years is 38% which is growing much faster than the average new job growth rate of 19% for all occupations in the consortium. Most employers project their firm's employment in this occupation to grow over the next two years. Some employers project their employment to remain stable the next two years.

Where The Jobs Are

Electrical Work
Telephone Communications
Business Services
Cable & Other Pay TV Services

OTHER INFORMATION:

Alternate Job Titles: Linesman; Communications Technician

O*NET: 49-9052.00 Telecommunications Lines Installers and Repairers (Definition includes Cable TV and Fiber Optics Line Installation-Repair)

DOT: 822.381-014 Line Installer-Repairer
821.281-010 Cable TV Installer

Promotional Opportunities: May be promoted to Communications Technician; Construction Technician; Field Service Representative.

Union/Collective Bargaining: No employers indicated their employees are unionized for this occupation.

Employer Responses: 6 employers, representing 41 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TRAFFIC, SHIPPING, AND RECEIVING CLERKS**OES 580280**

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing & checking.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. No employers require a college degree and none require vocational or technical training prior to hiring.

Experience: Many employers require or prefer applicants to have at least 12 months of experience in this occupation. Employers often accept warehouse-related or clerical experience.

Skills and Qualifications:

Basic math skills
 Ability to read and follow instructions
 Ability to write legibly and effectively
 Oral communication skills
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 60 lbs. repeatedly
 Ability to operate a fork lift
 Ability to plan and organize the work of others
 Record keeping skills
 Understanding of inventory techniques
 Ability to use the US & private parcel post service
 Possession of a valid driver's license
 Ability to type at least 30 wpm
 Willingness to work with close supervision
 Ability to work independently
 Ability to work under pressure

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.78	\$11.20 - 25.60	\$7.00	\$12.66
New Hires, W/ Experience	\$7.00 - 10.36	\$11.20 - 25.60	\$9.25	\$14.21
After Three Years W/ Firm	\$8.50 - 14.25	\$12.34 - 27.84	\$11.65	\$16.25

Hours Worked: Almost all Traffic, Shipping, and Receiving Clerks work full-time averaging 40 hours per week. Almost all employers have day shifts. Few employers have swing or overnight shifts.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All or Not Provided
Medical Insurance	88%	12%	0%
Dental Insurance	59%	18%	24%
Vision Insurance	53%	6%	41%
Life Insurance	35%	12%	53%
Sick Leave	65%	0%	35%
Vacation	100%	0%	0%
Retirement Plan	6%	82%	12%
Child Care	0%	0%	100%

*Percentages are based on 17 employers responding for full-time workers.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market

Experienced applicants: Very Competitive

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, employee referrals, in-house promotion or transfer, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 7.5% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 390 - 420 (Very Large)**Gender:** Employers indicated 64% of workers are male; 36% female.**Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004: 30

Separations to 2004: 50

Total Openings: 80

Growth Trends: The new job growth rate over seven years is 8% which is growing slower than the average new job growth rate of 19% for all occupations in the consortium. Some employers project their firm's employment in this occupation to grow over the next two years. Most employers project their employment to remain stable in the next two years.

Where The Jobs Are

Federal Government, Except Hospitals and Education
Department Stores
Machinery, Equipment, & Supplies
Trucking & Courier Services, Except Air
Furniture & Homefurnishings Store
Grocery Stores
Lumber & Other Building Materials
Dairy Products
Millwork, Plywood & Structural Members
Preserved Fruits & Vegetables
Grain Mill Products
Hospitals

OTHER INFORMATION:

Alternate Job Titles: Receiving Clerk; Warehouse Worker; Night Merchandise Crew

O*NET: 43-5071.00 Shipping, Receiving, and Traffic Clerks
43-5081.03 Stock Clerks - Stockroom, Warehouse, or Storage Yard

DOT: 214.587-014 Traffic Clerk; 222.387-050 Shipping & Receiving Clerk; and 17 related codes/definitions between 219.367-022 and 248.367-022

Promotional Opportunities: May be promoted to Sales Associate; Sales Manager; Department Supervisor.

Union/Collective Bargaining: Some employers indicated their employees are unionized for this occupation.

Employer Responses: 18 employers, representing 94 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TRUCK DRIVERS -- HEAVY OR TRACTOR TRAILER**OES 971020**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Many indicate that achieving a high school diploma is not a requirement for employment for this occupation. Almost all employers report they require 3 months of vocational training from a truck driving school prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to require 6 - 24 months experience in trucking or trucking-related occupations.

Skills and Qualifications:

Able to operate a fork lift
 Able to read invoices
 Record keeping skills
 Automotive maintenance and minor repair skills
 Able to meet Interstate Commerce Commission requirements
 Able to drive trucks long distances
 Able to load and unload freight
 Map reading skills
 Possession of a Class A & B driver's licenses
 Able to pass a pre-employment examination
 Able to lift at least 75 pounds repeatedly
 Able to work independently
 Possession of a good Department of Motor Vehicles driving record
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 12.47	\$10.50
New Hires, W/ Experience	\$8.00 - 14.38	\$11.51
After Three Years W/ Firm	\$11.00 - 21.31	\$13.94

Hours Worked: Many Truck Drivers work full-time averaging 42 hours per week. Many work seasonally at an average of 42 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	44%	38%
Dental Insurance	38%	31%
Vision Insurance	38%	31%
Life Insurance	25%	13%
Sick Leave	44%	0%
Vacation	63%	0%
Retirement Plan	19%	56%
Child Care	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS**Supply and Demand:**

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and current employee referrals.

Turnover: Among employers surveyed, the rate is 23.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 650 to 770 (Very Large)

Gender: Employers indicated 91% of workers are male; 9% female.

Projections:

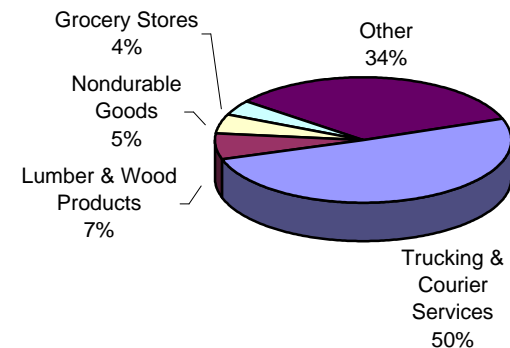
EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004: 120

Separations to 2004: 70

Total Openings: 190

Growth Trends: The new job growth rate over seven years is 19% which is the same as the average new job growth rate for all occupations in the consortium. Most employers project their employment in this occupation to grow over the next two years; some project it to remain stable.

Where The Jobs Are**OTHER INFORMATION:**

Alternate Job Titles: None reported in survey.

O*NET: 53-3032.01 Truck Drivers, Heavy
53-3032.02 Tractor-Trailer Truck Drivers

DOT: 905.663-014 Truck Driver, Heavy; 904.383-010 Tractor-Trailer Truck Driver; 900.683-010; 902.683-010; 903.683-018; 904.683-010; 905.663-010

Promotional Opportunities: May be promoted to Supervisor; Manager

Union/Collective Bargaining: Few employers indicated their employees are unionized for this occupation.

Employer Responses: 16 employers, representing 305 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

VOCATIONAL AND EDUCATIONAL COUNSELORS**OES 315140**

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require at least a bachelor's degree. Some indicate they require graduate study. Most employers report they require or prefer vocational training prior to hire. Educational counselors working within schools are required to be licensed by the California Commission on Teacher Credentialing by earning a Pupil Personnel Services (PPS) credential.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to require 12 - 24 months of experience as a vocational or educational counselor, job placement worker, or other counseling-related work.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Able to listen to what others are saying and ask questions as appropriate
 Being aware of others' reactions and understanding why they react the way they do
 Actively looking for ways to help people
 Able to identify the nature of problems
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Understanding written sentences and paragraphs in work documents
 Able to work with new material or information to grasp its implications
 Able to assess how well one is doing when learning or doing something
 Able to treat substance abuse
 Rehabilitation counseling skills
 Family counseling skills

WAGES AND BENEFITSWages:

	Non-Union Range	Union Range	Non-Union Median	Union Median
New Hires, No Experience	\$22.28 - 27.41	\$19.67 - 24.01	\$25.97	\$21.42
New Hires, W/ Experience	\$11.00 - 33.37	\$20.65 - 28.95	\$26.35	\$25.28
After Three Years W/ Firm	\$12.00 - 42.85	\$21.62 - 29.90	\$28.57	\$26.29

Hours Worked: Almost all Vocational and Educational Counselors work full-time averaging 38 hours per week. A few work part-time at an average of 19 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost
Medical Insurance	73%	20%
Dental Insurance	73%	20%
Vision Insurance	73%	20%
Life Insurance	40%	0%
Sick Leave	87%	7%
Vacation	40%	0%
Retirement Plan	27%	53%
Child Care	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges & universities, and school or program referrals.

Turnover: Among employers surveyed, the rate is 9.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

Size of Employment: 130 to 160 (Medium)

Gender: Employers indicated 68% of workers are female.

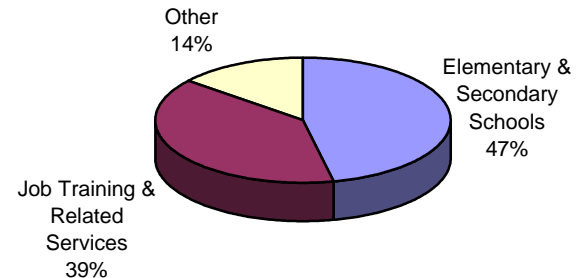
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 to 2004

New jobs through 2004:	30
Separations to 2004:	20
Total Openings:	50

Growth Trends: The new job growth rate over seven years is 23% which is growing faster than the average new job growth rate of 19% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: School Counselor; Employment Training Specialist; Rehabilitation Counselor

O*NET: 21-1012.00 Educational, Vocational, and School Counselors

DOT: 094.224-022 Employment Training Specialist; 045.107-010 Counselor; 045.107-042 Vocational Rehabilitation Counselor; 045.107-018 Director of Counseling

Promotional Opportunities: May be promoted to Coordinator; Administrator

Union/Collective Bargaining: Many employers indicated their employees are unionized for this occupation.

Employer Responses: 15 employers, representing 44 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

WAITERS AND WAITRESSES**OES 650080**

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Please do not include workers who only work at counters.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Some employers report that they require a high school diploma or equivalent prior to hire. Most, however, indicate that education is not a hiring consideration for this occupation. All employers surveyed indicate training is neither required nor preferred, and is not a factor in hiring decisions.

Experience: Many employers report that they require or prefer work-related experience. They tend to hire applicants with 3 - 36 months of experience as a waiter, cashier, hostess, or busperson within a restaurant.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	41%
Dental Insurance:	29%
Vision Insurance:	24%
Life Insurance:	6%
Paid Vacation:	35%
Paid Sick Leave:	18%
Retirement Plan:	24%

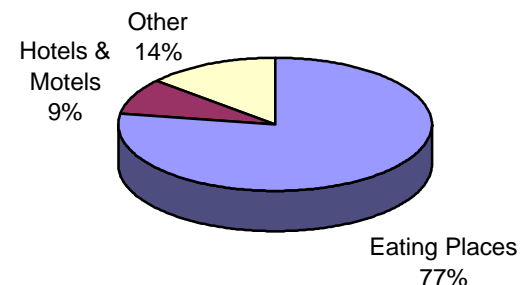
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Waiters and Waitresses work part-time averaging 39 hours per week. Some work full-time at an average of 23 hours weekly.

<u>Wages*:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 5.75	\$5.75
New Hires, With Experience:	\$5.75 - 5.75	\$5.75
After Three Years With Firm:	\$5.75 - 6.00	\$5.75

* Almost all employers report that employees earn tips in addition to these wages.

WHERE THE JOBS ARE

QUALIFICATIONS**Employers rated the following qualifications very important:**

Cash handling skills
 Ability to operate a cash register
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 30 lbs. repeatedly
 Good grooming skills
 Willingness to work with close supervision
 Ability to work independently
 Ability to work under pressure
 Customer service skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Server, Food Server

O*NET: 35-3031.00 Waiters and Waitresses
 35-3041.00 Food Servers, Nonrestaurant

Related DOT Code: 311.477-026 Waiter/Waitress, Formal;
 311.477-030 Waiter/Waitress, Informal; 311.477-010;
 311.674-018; 350.677-030; 352.677-018

Career Ladders: May be promoted to service coordinator, supervisor, floor manager, or manager

Turnover: The rate is 42.7% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market

Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 206 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS - 1997 to 2004

Size of Employment: 1,040 to 1,140 (Very Large)

Growth Projections: New jobs through 2004: 100
 Separations to 2004: 430
 Total Openings: 530

Growth Trends: The new job growth rate over seven years is 9.6%, which is growing slower than average. The average new job growth rate for all occupations in the consortium is 20.2%. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth.

Gender: Employers responding indicate 13% of workers are male, 87% are female.

TRAINING DIRECTORY

OVERVIEW OF 2001-2002 NCCC TRAINING DIRECTORY

The *2001-2002 North Central Counties Consortium Training Directory* is produced as part of the statewide California Cooperative Occupation Information System (CCOIS). The directory is developed through a cooperative effort between the North Central Counties Consortium Workforce Investment Board; the Labor Market Information Division (LMID) of the State of California Employment Development Department; and the California Occupational Information Coordinating Committee (COICC). Information in this directory has been gathered from the California Education and Training Provider (CTEP) database, updated 2001, and from the Northern California Employment Network (NCEN) database of eligible training providers under WIA.

The COICC coordinates and develops, with LMID and with the CCOIS local partners associated with Local Workforce Investment Areas, the California Education and Training Provider (CTEP) database. CTEP is available on compact disc from LMID, (916)262-2162, www.calmis.ca.gov, and at the COICC website: <http://www.soicc.ca.gov/ctep/>. CTEP includes information on services available to students at schools.

CTEP uses Classroom Instructional Program (CIP) codes and titles for training programs. In the annual data collection for CTEP, the training providers are identified as having a certain type of occupational training program, which is entered into the CTEP database by the CIP name/title, rather than what the school may call it. The CCOIS guidelines for training directories in occupational outlook handbooks include matching Occupational Employment Statistics (OES) codes and titles/definitions with CIP codes and that system's titles for training programs. When the database match/cross-reference is made between OES and CIP coding systems, for the occupations we cover in this report, it generates a training directory with these CIP titles for the training programs. Occasionally, these titles are supplemented by training provider names for programs.

Training information in occupational outlook reports is to include basic information on the availability of training programs, *for the occupations covered in the occupational outlook report*, in Colusa, Glenn, Lake, Sutter, and Yuba Counties. For more extensive lists and resources to discover training providers for other occupations and for areas beyond NCCC counties, the reader may refer to the COICC/CTEP website (address above) or to the Northern California Employment Network (NCEN) training provider/vendor website at: http://www.nortec.org/vendor/vendor_start.html.

Users of this directory should note that the North Central Counties Consortium, the California Occupational Information Coordinating Committee, and the EDD Labor Market Information Division do not endorse any particular schools or training providers listed. While we have made a sincere effort to ensure that the information listed is accurate and up-to-date, the status of training programs changes frequently, and current information may not in all cases be reflected in this directory.

Please contact the schools or training providers directly to verify the current status of any training programs you are interested in. As class schedules are not included in this directory, users will need to contact training providers in any case to confirm schedules for training. This guide just lets the user know where training for specific occupations can be obtained in this area.

HOW CAN I USE THE 2000-2001 TRAINING DIRECTORY?

The data in this directory is intended for use by various workforce development and social service agencies, training providers, employers, and individuals. Some of the ways this directory can be used are:

- It can be used as a resource for locating and contacting providers of career and vocational training throughout the Yuba, Sutter, Lake, Glenn, and Colusa counties and adjacent counties, for the 62 occupations covered in this report.
- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

Should you have any suggestions for improving the format or content of this training directory, or if you are aware of additional training programs that should be included in future editions of this directory (or of updates needed to data listed), please call or email the NCCC Local Partner for CCOIS, Nelson Anthoine, (530)822-7145-x109, nanthoine@ncen.org. Records will be continually updated.

For training programs approved as eligible training providers under the new Workforce Investment Act (WIA) guidelines, updated training program and contact information is available at the ncen/nortec website: http://www.nortec.org/vendor/vendor_start.html, largely through the efforts of Lettie Seaver of NCCC, and Betty Austin of NorTEC. Training providers should use this website to review minimum qualifications and commence the application process to become or maintain an eligible training provider status under WIA rules.

NCCC 2001-2002 TRAINING DIRECTORY FOR OCCUPATIONS SURVEYED

PART I LIST OF OCCUPATIONS WITH TRAINING PROVIDERS

Part I of this Training Directory is a list of the occupations surveyed for which training programs were identified from the OES/CIP match described in the overview; and the OES occupational titles are listed alongside the public and private schools providing training for this occupation in Colusa, Glenn, Lake, Sutter, and Yuba counties. For contact information for the schools, the reader must refer to Part II of the directory, which lists contact information with services information, degrees information, and training programs related to the occupations surveyed 1999-2001. Part II starts on page 143. This first reference chart is included per CCOIS guidelines.

ACCOUNTANTS AND AUDITORS	H & R BLOCK TAX TRAINING SCHOOL MENDOCINO COMMUNITY COLLEGE -- LAKE CO. CENTER YUBA COMMUNITY COLLEGE -- LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE -- MARYSVILLE/MAIN CAMPUS
ASSEMBLERS AND FABRICATORS, EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION	GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM
AUTOMOTIVE BODY AND RELATED REPAIRERS	TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE -- MARYSVILLE/MAIN CAMPUS
AUTOMOTIVE MECHANICS	GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE -- MARYSVILLE/MAIN CAMPUS
BAKERS, BREAD AND PASTRY	YUBA COMMUNITY COLLEGE -- LAKE COUNTY CENTER
BILLING, COST, AND RATE CLERKS	BUTTE COMMUNITY COLLEGE -- GLENN CO. CENTER CAREER ACADEMY CENTURY 21 REAL ESTATE SCHOOL GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM LAKE COUNTY ADULT EDUCATION CONSORTIUM LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM MENDOCINO COMMUNITY COLLEGE -- LAKE CO. CENTER SUTTER CO. SUPT. OF SCHOOLS CAREER TRAINING & EDUCATION CENTER TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE -- COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE -- LAKE COUNTY CENTER
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	CAREER ACADEMY CENTURY 21 REAL ESTATE SCHOOL GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM LAKE COUNTY ADULT EDUCATION CONSORTIUM LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM MENDOCINO COMMUNITY COLLEGE -- LAKE CO. CENTER SUTTER CO. SUPT. OF SCHOOLS CAREER TRAINING & EDUCATION CENTER

	TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE -- COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE -- LAKE COUNTY CENTER
BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS	YUBA COMMUNITY COLLEGE -- MARYSVILLE/MAIN CAMPUS
BUS DRIVERS, SCHOOL	BUTTE COMMUNITY COLLEGE -- GLENN CO. CENTER CALIFORNIA HUMAN DEVELOPMENT CORP. ANTHONY SOTO TRAINING CENTER TRUCK DRIVING ACADEMY WESTERN TRUCK SCHOOL
CHILD CARE WORKERS	BUTTE COMMUNITY COLLEGE -- GLENN CO. CENTER GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM MENDOCINO COMMUNITY COLLEGE -- LAKE CO. CENTER TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE -- LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE -- MARYSVILLE/MAIN CAMPUS
COMPUTER SUPPORT SPECIALISTS	LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE -- BEALE A F B CENTER YUBA COMMUNITY COLLEGE -- COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE -- LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE -- MARYSVILLE/MAIN CAMPUS
COOKS -- RESTAURANT OR CAFETERIA (also FOOD PREPARATION)	YUBA COMMUNITY COLLEGE -- LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE -- MARYSVILLE/MAIN CAMPUS
CORRECTION OFFICERS AND JAILERS	TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE -- MARYSVILLE/MAIN CAMPUS
DENTAL ASSISTANTS	GLENN CO. OFFICE OF EDUCATION ADULT PROGRAM GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM
DRAFTERS	CAREER ACADEMY YUBA COMMUNITY COLLEGE -- MARYSVILLE/MAIN CAMPUS
GENERAL OFFICE CLERKS	BUTTE COMMUNITY COLLEGE -- GLENN CO. CENTER LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM MENDOCINO COMMUNITY COLLEGE -- LAKE CO. CENTER SUTTER CO. SUPT. OF SCHOOLS CAREER TRAINING & EDUCATION CENTER YUBA COMMUNITY COLLEGE -- COLUSA COUNTY CENTER
HOME HEALTH AIDES	LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM SUTTER CO. SUPT. OF SCHOOLS CAREER TRAINING & EDUCATION CENTER TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM

INDUSTRIAL TRUCK-TRACTOR OPERATOR WESTERN TRUCK SCHOOL

LICENSED PRACTICAL NURSES	LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
MACHINISTS	YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
MAINTENANCE REPAIRERS, GENERAL UTILITY	CALIFORNIA HUMAN DEVELOPMENT CORP. ANTHONY SOTO CENTER LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM GLENN COUNTY ADULT PROGRAM GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	BUTTE COMMUNITY COLLEGE – GLENN CO. CENTER MENDOCINO COMMUNITY COLLEGE – LAKE CO. CENTER TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
MEDICAL ASSISTANTS	CAREER ACADEMY TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM
MEDICAL SECRETARIES	CAREER ACADEMY GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM MENDOCINO COMMUNITY COLLEGE – LAKE CO. CENTER TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM WORKFORCE TRAINING SOLUTIONS YUBA COMMUNITY COLLEGE – COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
MEDICINE AND HEALTH SERVICES MANAGERS	BUTTE COMMUNITY COLLEGE – GLENN CO. CENTER MENDOCINO COMMUNITY COLLEGE – LAKE CO. CENTER YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
NURSING AIDES, ORDERLIES, AND ATTENDANTS	GLENN CO. OFFICE OF EDUCATION – ADULT PROGRAM GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM SUTTER CO. SUPT. OF SCHOOLS CAREER TRAINING & EDUCATION CENTER TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM WORKFORCE TRAINING SOLUTIONS YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
PLUMBERS, PIPEFITTERS, AND STEAMFITTERS	YUBA JOINT APPRENTICE TRAINING COMMITTEE
POLICE PATROL OFFICERS	TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM

RECEPTIONISTS AND INFORMATION CLERKS	BUTTE COMMUNITY COLLEGE – GLENN CO. CENTER LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM MENDOCINO COMMUNITY COLLEGE – LAKE CO. CENTER SUTTER CO. SUPT. OF SCHOOLS CAREER TRAINING & EDUCATION CENTER YUBA COMMUNITY COLLEGE – COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
RECREATION WORKERS	YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
REGISTERED NURSES	YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
SALESPERSONS – RETAIL	CAREER ACADEMY GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM TRI-COUNTY REGIONAL OCCUPATIONAL PROGRAM
SECRETARIES, EXCEPT LEGAL AND MEDICAL	CAREER ACADEMY GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM MENDOCINO COMMUNITY COLLEGE – LAKE CO. CENTER TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM WORKFORCE TRAINING SOLUTIONS YUBA COMMUNITY COLLEGE – COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
SHERIFFS AND DEPUTY SHERIFFS	TRI- COUNTY REGIONAL OCCUPATIONAL PROGRAM
SHIPPING, RECEIVING, AND TRAFFIC CLERKS	BUTTE COMMUNITY COLLEGE – GLENN CO. CENTER LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM MENDOCINO COMMUNITY COLLEGE – LAKE CO. CENTER SUTTER CO. SUPT. OF SCHOOLS CAREER TRAINING & EDUCATION CENTER YUBA COMMUNITY COLLEGE
STOCK CLERKS – STOCKROOM, WAREHOUSE OR STORAGE YARD; OR STOCK CLERKS – SALES FLOOR	BUTTE COMMUNITY COLLEGE – GLENN CO. CENTER LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM MENDOCINO COMMUNITY COLLEGE – LAKE CO. CENTER SUTTER CO. SUPT. OF SCHOOLS CAREER TRAINING & EDUCATION CENTER YUBA COMMUNITY COLLEGE – COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
TEACHERS AND INSTRUCTORS, VOCATIONAL EDUCATION AND TRAINING	YUBA COMMUNITY COLLEGE – BEALE A F B CENTER YUBA COMMUNITY COLLEGE – COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS

TEACHERS, ELEMENTARY SCHOOL	CHAPMAN COLLEGE YUBA COMMUNITY COLLEGE – BEALE A F B CENTER YUBA COMMUNITY COLLEGE – COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
TEACHERS, PRESCHOOL	YUBA COMMUNITY COLLEGE – BEALE A F B CENTER YUBA COMMUNITY COLLEGE – COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
TEACHERS, SPECIAL EDUCATION	YUBA COMMUNITY COLLEGE – BEALE A F B CENTER YUBA COMMUNITY COLLEGE – COLUSA COUNTY CENTER YUBA COMMUNITY COLLEGE – LAKE COUNTY CENTER YUBA COMMUNITY COLLEGE – MARYSVILLE/MAIN CAMPUS
TELEPHONE AND CABLE TELEVISION LINE INSTALLERS AND REPAIRERS	CAREER ACADEMY
TRUCK DRIVERS, HEAVY OR TRACTOR- TRAILER	BUTTE COMMUNITY COLLEGE – GLENN CO. CENTER CALIFORNIA HUMAN DEVELOPMENT CORP. ANTHONY SOTO TRAINING CENTER TRUCK DRIVING ACADEMY WESTERN TRUCK SCHOOL

NCCC 2001-2002 TRAINING DIRECTORY FOR OCCUPATIONS SURVEYED

PART II LIST OF TRAINING PROVIDERS, CONTACT INFORMATION, SERVICES AND TRAINING

BUTTE COMMUNITY COLLEGE – GLENN COUNTY CENTER

604 E. WALKER

ORLAND CA, 95963

School Type: Community College
Phone: (530) 865-9728
Fax: (530) 934-4168
Internet/URL: <http://www.butte.cc.ca.us>
Email: admissions@butte.cc.ca.us

SERVICES

Job Placement	No
Counseling	Yes
Child Care	No
Open Entry/Open Exit	No
Distance Learning	Yes

DEGREES

Master	No
Batchelor	No
Associate	Yes
Certificate	Yes
Diploma	No

OCCUPATION

BILLING, COST, AND RATE CLERKS

BUS DRIVERS, SCHOOL

CHILD CARE WORKERS

GENERAL OFFICE CLERKS

MARKETING, ADVERTISING, AND PUBLIC
RELATIONS MANAGERS

MEDICINE AND HEALTH SERVICES MANAGERS

RECEPTIONISTS AND INFORMATION CLERKS

SECRETARIES – EXCEPT LEGAL & MEDICAL

SHIPPING, RECEIVING, AND TRAFFIC CLERKS

STOCK CLERKS – STOCKROOM, WAREHOUSE OR
STORAGE YARD; OR SALES FLOOR

TEACHERS AND INSTRUCTORS, VOCATIONAL
EDUCATION AND TRAINING

TEACHERS, ELEMENTARY SCHOOL

TEACHERS, PRESCHOOL

TEACHERS, SPECIAL EDUCATION

TRUCK DRIVERS, HEAVY OR TRACTOR-TRAILER

TRAINING PROGRAM

General Office/Clerical/Business Computer Systems

Truck, Bus and Other Commercial Vehicle Operator

Child Development/Early Childhood Education

General Office/Clerical and Typing Services

Business Administration and Management, General

Business Administration and Management, General

General Office/Clerical/Business Computer Systems

General Office/Clerical/Business Computer Systems

General Office/Clerical/Business Computer Systems

General Office/Clerical/Business Computer Systems

Education, General

Education, General

Education, General

Education, General

Truck, Bus and Other Commercial Vehicle Operator

CALIFORNIA HUMAN DEVELOPMENT CORPORATION

ANTHONY SOTO EMPLOYMENT TRAINING CENTER

1468-G SKY HARBOR DRIVE

MARYSVILLE CA, 95901

School Type: Proprietary (Private) Business
and Technical Schools

Phone: (530) 741-2924

Fax: (530) 741-8435

Email: alicia.quintana@chdcorp.org

SERVICES

Job Placement	Yes
Counseling	No
Child Care	No
Open Entry/Open Exit	Yes
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	No

OCCUPATION

BUS DRIVERS, SCHOOL
MAINTENANCE REPAIRERS – GENERAL
TRAFFIC, SHIPPING, AND RECEIVING CLERK
TRUCK DRIVERS, HEAVY OR TRACTOR-TRAILER

TRAINING PROGRAM

Truck, Bus and Other Commercial Vehicle Operator
Farm Equipment Maintenance & Welding
Shipping and Receiving
Truck, Bus and Other Commercial Vehicle Operator

CAREER ACADEMY

1445 BUTTE HOUSE ROAD, SUITE G
YUBA CITY, CA, 95993

School Type: Proprietary (Private) Business
and Technical Schools

Phone: (530)751-1110

Fax: (530)751-1118

Internet: <http://www.thecareeracademy.com>

Email: yubacity@thecareeracademy.com

SERVICES

Job Placement	Yes
Counseling	No
Child Care	No
Open Entry/Open Exit	Yes
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	No

OCCUPATION

BILLING, COST, AND RATE CLERKS
BOOKKEEPING, ACCOUNTING, AND AUDITING
CLERKS
DRAFTERS
FIRST-LINE SUPERVISORS AND MANAGERS –
SALES AND RELATED
MEDICAL ASSISTANTS
MEDICAL SECRETARIES

SALESPERSONS – RETAIL
TELEPHONE AND CABLE TELEVISION LINE
INSTALLERS AND REPAIRERS

TRAINING PROGRAM

Accounting Technician
Accounting Technician

AutoCAD and Drafting, General
Customer Service Representative/Sales Operations

Medical Assistant
Medical Administrative Assistant/Secretary;
Medical Front Office Billing
Customer Service Representative/Sales Operations
Telecommunication Assembly and Repair

CENTURY 21 REAL ESTATE SCHOOL

409 CENTURY PARK DRIVE, SUITE
YUBA CITY CA, 95991

School Type: Proprietary (Private) Business
and Technical Schools

Phone: (530)671-8195

Fax: (530)671-8189

Internet: <http://www.c21selectgroup.com>

Email: mmacgregor@c21selectgroup.com

SERVICES

Job Placement	No
Counseling	Yes
Child Care	No
Open Entry/Open Exit	Yes
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	No

OCCUPATION

BILLING, COST, AND RATE CLERKS
BOOKKEEPING, ACCOUNTING, AND AUDITING
CLERKS

TRAINING PROGRAM

Accounting Technician
Accounting Technician

CHAPMAN UNIVERSITY ACADEMIC CENTER

1469 BUTTE HOUSE ROAD, SUITE E
YUBA CITY CA, 95993-2754

School Type: Private College incl. Grad.
School

Phone: (530)674-2758

Fax: (530)674-2953

Internet: <http://www.chapman.edu>

Email: tc@chapman.edu

SERVICES

Job Placement	Yes
Counseling	Yes
Child Care	No
Open Entry/Open Exit	Yes
Distance Learning	Yes

DEGREES

Master	Yes
Batchelor	Yes
Associate	No
Certificate	No
Diploma	No

OCCUPATION

MARKETING, ADVERTISING, AND PUBLIC
RELATIONS MANAGERS

MEDICINE AND HEALTH SERVICES MANAGERS

TEACHERS, ELEMENTARY SCHOOL

TRAINING PROGRAM

Business Administration and Management, General

Business Administration and Management, General

Teacher Education, Multiple Levels

GLENN CO. OFFICE OF EDUCATION – ADULT PROGRAM

525 W. SYCAMORE STREET

WILLOWS CA, 95988

School Type: Public Adult Schools with
Occupational Programs

Phone: (530)934-6575

Fax: (530)934-6576

Internet: <http://www.glenn-co.k12.ca.us/gcoe/rop>

Email: rguyer@glenn-co.k12.ca.us

SERVICES

Job Placement	No
Counseling	No
Child Care	No
Open Entry/Open Exit	Yes
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	Yes

OCCUPATION

DENTAL ASSISTANTS

NURSING AIDES, ORDERLIES, AND ATTENDANTS

SECRETARIES – EXCEPT LEGAL AND MEDICAL

TRAINING PROGRAM

Dental Assistant

Nurse Assistant/Aide

Administrative Assistant/Secretarial Science

GLENN COUNTY REGIONAL OCCUPATIONAL PROGRAM

525 W SYCAMORE STREET

WILLOWS CA, 95988

School Type: Secondary Schools w/Occupational
Programs/Vocational Education

Phone: (530) 934-6575

Fax: (530) 934-6576

Internet: <http://www.glenn-co.k12.ca.us/gcoe/rop>

Email: rguyer@glenn-co.k12.ca.us

SERVICES

Job Placement	No
Counseling	Yes
Child Care	No
Open Entry/Open Exit	No
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	Yes

OCCUPATION

ASSEMBLERS AND FABRICATORS, EXCEPT
MACHINE, ELECTRICAL, ELECTRONIC, AND
PRECISION

TRAINING PROGRAM

Furniture and Cabinet Construction

AUTOMOTIVE MECHANICS	Auto/Automotive Mechanic/Technician
BILLING, COST, AND RATE CLERKS	Accounting Technician
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	Accounting Technician
CHILD CARE WORKERS	Child Development
DENTAL ASSISTANTS	Dental Assistant
MAINTENANCE REPAIRERS, GENERAL UTILITY	Agricultural Mechanization, General
MEDICAL SECRETARIES	Administrative Assistant/Secretarial Science, General
NURSING AIDES, ORDERLIES, AND ATTENDANTS	Nurse Assistant/Aide
SALESPERSONS – RETAIL	Retail Sales
SECRETARIES, EXCEPT LEGAL AND MEDICAL	Administrative Assistant/Secretarial Science, General

H & R BLOCK TAX TRAINING SCHOOL

4477 MOSS AVE

CLEARLAKE CA, 95422

School Type: Proprietary (Private) Business
and Technical Schools

Phone: (707) 995-1040

Fax: (707) 995-9776

Email: sweiser@hrblock.net

SERVICES

Job Placement	No
Counseling	No
Child Care	No
Open Entry/Open Exit	No
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	No

OCCUPATION

ACCOUNTANTS AND AUDITORS

TRAINING PROGRAM

Taxation

LAKE COUNTY ADULT EDUCATION CONSORTIUM

4913 HELBUSH DRIVE

LAKEPORT CA, 95453

School Type: Public Adult Schools with
Occupational Programs

Phone: (707) 263-4169

Fax: (707) 263-0197

Internet: <http://www.lake-coe.k12.ca.us>

Email: dgeck@lake-coe.k12.ca.us

SERVICES

Job Placement	No
Counseling	Yes
Child Care	No
Open Entry/Open Exit	No
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	Yes

OCCUPATION

BILLING, COST, AND RATE CLERKS

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

TRAINING PROGRAM

Accounting Technician

Accounting Technician

LAKE COUNTY REGIONAL OCCUPATIONAL PROGRAM

1152 SOUTH MAIN ST.

LAKEPORT, CA 95453

School Type: Secondary Schools w/Occupational Programs/Vocational Education

Phone: (707)262-3498

Fax: (707)263-0197

Internet: <http://www.lake-coe.k12.ca.us>

Email: daveg@lake-coe.k12.ca.us

SERVICES

Job Placement	No
Counseling	Yes
Child Care	No
Open Entry/Open Exit	No
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	Yes

OCCUPATION

ASSEMBLERS AND FABRICATORS, EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION

AUTOMOTIVE MECHANICS

BILLING, COST, AND RATE CLERKS

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

COMPUTER SUPPORT SPECIALISTS

GENERAL OFFICE CLERKS

HOME HEALTH AIDES

LICENSED PRACTICAL NURSES

MAINTENANCE REPAIRER – GENERAL

MEDICAL SECRETARIES

NURSING AIDES, ORDERLIES, AND ATTENDANTS

RECEPTIONISTS AND INFORMATION CLERKS

SECRETARIES, EXCEPT LEGAL AND MEDICAL

SHIPPING, RECEIVING, AND TRAFFIC CLERKS

STOCK CLERKS – STOCKROOM, WAREHOUSE OR STORAGE YARD

TRAINING PROGRAM

Furniture and Cabinet Construction

Auto/Automotive Mechanic/Technician

Accounting Technician

General Office/Clerical and Typing Services

Accounting Technician

Business Information and Data Processing Services

General Office/Clerical and Typing Services

Home Health Aide

Practical Nurse (L.P.N. Training)

Construction Technology/Welding

Administrative Assistant/Secretarial Science

Nurse Assistant/Aide

General Office/Clerical and Typing Services

Administrative Assistant/Secretarial Science

General Office/Clerical and Typing Services

General Office/Clerical and Typing Services

MENDOCINO COMMUNITY COLLEGE – LAKE COUNTY CENTER

1005 PARALLEL DR.

LAKEPORT CA, 95453

School Type: Community College

Phone: (707) 263-4944

Fax: (707) 263-1908

Internet: <http://www.endocino.cc.ca.us>

SERVICES

Job Placement	No
Counseling	Yes
Child Care	No
Open Entry/Open Exit	No
Distance Learning	Yes

DEGREES

Master	No
Batchelor	No
Associate	Yes
Certificate	Yes
Diploma	No

OCCUPATION

ACCOUNTANTS AND AUDITORS

TRAINING PROGRAM

Accounting Technician

BILLING, COST, AND RATE CLERKS

General Office/Clerical and Typing Services
Accounting Technician

BOOKKEEPING, ACCOUNTING, AND AUDITING
CLERKS

Accounting Technician

CHILD CARE WORKER

Child Development

GENERAL OFFICE CLERKS

General Office/Clerical and Typing Services

MARKETING, ADVERTISING, AND PUBLIC
RELATIONS MANAGERS

Business Administration and Management, General

MEDICAL SECRETARIES

Administrative Assistant/Secretarial Science

MEDICINE AND HEALTH SERVICES MANAGERS

Business Administration and Management, General

RECEPTIONISTS AND INFORMATION CLERKS

General Office/Clerical and Typing Services

SECRETARIES, EXCEPT LEGAL AND MEDICAL

Administrative Assistant/Secretarial Science

SHIPPING, RECEIVING, AND TRAFFIC CLERKS

General Office/Clerical and Typing Services

STOCK CLERKS – STOCKROOM, WAREHOUSE OR
STORAGE YARD

General Office/Clerical and Typing Services

SUTTER CO. SUPERINTENDENT OF SCHOOLS CAREER TRAINING AND EDUCATION CENTER

256 WILBUR AVENUE / P.O. BOX F

YUBA CITY CA, 95992

School Type: Public Adult Schools with
Occupational Programs

Phone: (530)822-5120

Fax: (530) 822-5139

Internet: <http://www.ctec.k12.ca.us>

Email: mgriese@ncen.org

SERVICES

Job Placement	Yes	Master	No
Counseling	Yes	Batchelor	No
Child Care	No	Associate	No
Open Entry/Open Exit	Yes	Certificate	Yes
Distance Learning	No	Diploma	Yes

DEGREES

OCCUPATION

BILLING, COST, AND RATE CLERKS

Accounting Technician

General Office/Clerical and Typing Services

BOOKKEEPING, ACCOUNTING, AND AUDITING
CLERKS

Accounting Technician

GENERAL OFFICE CLERKS

General Office/Clerical and Typing Services

HOME HEALTH AIDES

Home Health Aide

NURSING AIDES, ORDERLIES, AND ATTENDANTS

Nurse Assistant/Aide

RECEPTIONISTS AND INFORMATION CLERKS

General Office/Clerical and Typing Services

SHIPPING, RECEIVING, AND TRAFFIC CLERKS

General Office/Clerical and Typing Services

STOCK CLERKS – STOCKROOM, WAREHOUSE OR
STORAGE YARD OR SALES FLOOR

General Office/Clerical and Typing Services

TRAINING PROGRAM

TRI – COUNTY REGIONAL OCCUPATIONAL PROGRAM

970 KLAMATH LANE

YUBA CITY CA, 95991

School Type: Secondary Schools w/Occupational
Programs/Vocational Education

Phone: (530)822-2953

Fax: (530)822-3003

Internet: <http://www.sutter.k12.ca.us/rop/rop.htm>

Email: randyp@sutter.k12.ca.us

SERVICES

Job Placement	Yes
Counseling	Yes
Child Care	No
Open Entry/Open Exit	Yes
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	Yes

OCCUPATION

ASSEMBLERS AND FABRICATORS, EXCEPT
MACHINE, ELECTRICAL, ELECTRONIC, AND
PRECISION

AUTOMOTIVE BODY AND RELATED REPAIRERS

AUTOMOTIVE MECHANICS

BILLING, COST, AND RATE CLERKS

BOOKKEEPING, ACCOUNTING, AND AUDITING
CLERKS

CHILD CARE WORKER

COMPUTER SUPPORT SPECIALISTS

CORRECTION OFFICERS AND JAILERS

DENTAL ASSISTANTS

FOOD PREPARATION WORKERS

HOME HEALTH AIDES

LICENSED PRACTICAL NURSES

MAINTENANCE REPAIRER – GENERAL

MARKETING, ADVERTISING, AND PUBLIC
RELATIONS MANAGERS

MEDICAL ASSISTANTS

MEDICAL SECRETARIES

NURSING AIDES, ORDERLIES, AND ATTENDANTS

POLICE PATROL OFFICERS

SALESPERSONS – RETAIL

SECRETARIES, EXCEPT LEGAL AND MEDICAL

SHERIFFS AND DEPUTY SHERIFFS

TRAINING PROGRAM

Furniture and Cabinet Construction

Auto Body Repair

Auto/Automotive Mechanic/Technician

Accounting Technician

Accounting Technician

Early Childhood Careers

Business Information and Data Processing Services

Law Enforcement/Police Science

Dental Assistant

Food Services/Food Technology

Home Health Aide

Practical Nurse (L.P.N. Training)

Construction Technology/Welding

Business Marketing and Marketing Management

Medical Assistant

Administrative Assistant/Secretarial Science

Nurse Assistant/Aide

Law Enforcement/Police Science

Cashier/Checker and Applied Marketing

Administrative Assistant/Secretarial Science

Law Enforcement/Police Science

TRUCK DRIVING ACADEMY

1482 SKY HARBOR DR.
MARYSVILLE, CA 95901

School Type: Proprietary (Private) Business
and Technical Schools
Phone: (530)749-2930

SERVICES

Job Placement	Yes
Counseling	No
Child Care	No
Open Entry/Open Exit	No
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	No

OCCUPATION

BUS DRIVERS, SCHOOL
TRUCK DRIVERS, HEAVY OR TRACTOR-TRAILER

TRAINING PROGRAM

Truck, Bus and Other Commercial Vehicle Operator
Truck, Bus & Other Commercial Vehicle Operator.

WESTERN TRUCK SCHOOL

909 N. GEORGE WASHINGTON BLVD., A
YUBA CITY, CA 95993

School Type: Proprietary (Private) Business
and Technical Schools
Phone: (530)751-0293
Fax: (530)751-7150
Email: jettekem@westerntruckschool.com

SERVICES

Job Placement	Yes
Counseling	No
Child Care	No
Open Entry/Open Exit	No
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	No

OCCUPATION

BUS DRIVERS, SCHOOL
INDUSTRIAL TRUCK & TRACTOR OPERATOR
TRUCK DRIVERS, HEAVY OR TRACTOR-TRAILER

TRAINING PROGRAM

Truck, Bus and Other Commercial Vehicle Operator
Forklift Operator Training and Certification
Truck, Bus & Other Commercial Vehicle Operator.

WORKFORCE TRAINING SOLUTIONS

990 KLAMATH LANE, SUITE A
YUBA CITY CA, 95993

School Type: Proprietary (Private) Business
and Technical Schools
Phone: (530) 674-9199
Fax: (530) 671-7319
Email: workforce@succeed.net

SERVICES

Job Placement	Yes
Counseling	No
Child Care	No
Open Entry/Open Exit	No
Distance Learning	No

DEGREES

Master	No
Batchelor	No
Associate	No
Certificate	Yes
Diploma	No

OCCUPATION

MEDICAL ASSISTANTS
NURSING AIDES, ORDERLIES, AND ATTENDANTS
SECRETARIES, EXCEPT LEGAL AND MEDICAL

TRAINING PROGRAM

Medical Assistant
Nurse Assistant/Aide
Administrative Assistant/Business Software

YUBA COMMUNITY COLLEGE – BEALE AIR FORCE BASE

17849 16TH STREET

BEALE AFB CA, 95903

School Type: Community College
Phone: (530)788-0973
Fax: (530)788-0370
Internet: <http://www.yuba.cc.ca.us>
Email: sdowning@mail2.yuba.cc.ca.us

SERVICES

Job Placement	Yes
Counseling	Yes
Child Care	No
Open Entry/Open Exit	No
Distance Learning	Yes

DEGREES

Master	No
Batchelor	No
Associate	Yes
Certificate	Yes
Diploma	No

OCCUPATION

COMPUTER SUPPORT SPECIALISTS

TEACHERS AND INSTRUCTORS, VOCATIONAL
EDUCATION AND TRAINING

TEACHERS, ELEMENTARY SCHOOL

TEACHERS, PRESCHOOL

TEACHERS, SPECIAL EDUCATION

TRAINING PROGRAM

Business Information and Data Processing Services;
Business Systems Networking

Education, General

Education, General

Education, General

Education, General

YUBA COMMUNITY COLLEGE – COLUSA COUNTY CAMPUS

745 10th STREET

COLUSA CA, 95932

School Type: Community College
Phone: (530)458-4085
Fax: (530)458-5673
Internet: <http://www.yuba.cc.ca.us>
Email: mroot@yuba.cc.ca.us

SERVICES

Job Placement	Yes
Counseling	Yes
Child Care	No
Open Entry/Open Exit	No
Distance Learning	Yes

DEGREES

Master	No
Batchelor	No
Associate	Yes
Certificate	Yes
Diploma	No

OCCUPATION

BILLING, COST, AND RATE CLERKS

BOOKKEEPING, ACCOUNTING, AND AUDITING
CLERKS

CHILD CARE WORKER

COMPUTER SUPPORT SPECIALISTS

GENERAL OFFICE CLERKS

MEDICAL SECRETARIES

RECEPTIONISTS AND INFORMATION CLERKS

SECRETARIES, EXCEPT LEGAL AND MEDICAL

SHIPPING, RECEIVING, AND TRAFFIC CLERKS

STOCK CLERKS – STOCKROOM, WAREHOUSE OR
STORAGE YARD OR SALES FLOOR

TEACHERS AND INSTRUCTORS, VOCATIONAL
EDUCATION AND TRAINING

TRAINING PROGRAM

Accounting Technician
General Office/Clerical and Typing Services

Accounting Technician

Child Development/Early Childhood Education

Business Information and Data Processing Services;
Business Systems Networking

General Office/Clerical and Typing Services

Administrative Assistant/Secretarial Science

General Office/Clerical and Typing Services

Administrative Assistant/Secretarial Science

General Office/Clerical and Typing Services

General Office/Clerical and Typing Services

Education, General

TEACHERS AND INSTRUCTORS, VOCATIONAL EDUCATION AND TRAINING	Education, General
TEACHERS, ELEMENTARY SCHOOL	Education, General
TEACHERS, PRESCHOOL	Education, General
TEACHERS, SPECIAL EDUCATION	Education, General

YUBA COMMUNITY COLLEGE – LAKE COUNTY CAMPUS

15880 DAM ROAD EXTENSION
CLEARLAKE CA, 95422

School Type: Community College

Phone: (707)995-7900

Fax: (707)994-3553

Internet: <http://www.yuba.cc.ca.us>

Email: dehrhard@mail2.yuba.cc.ca.us

SERVICES

Job Placement	Yes
Counseling	Yes
Child Care	Yes
Open Entry/Open Exit	No
Distance Learning	Yes

DEGREES

Master	No
Batchelor	No
Associate	Yes
Certificate	Yes
Diploma	No

OCCUPATION

ACCOUNTANTS AND AUDITORS

BAKERS, BREAD AND PASTRY

BILLING, COST, AND RATE CLERKS

BOOKKEEPING, ACCOUNTING, AND AUDITING
CLERKS

COMPUTER SUPPORT SPECIALISTS

CHILD CARE WORKERS

COOKS – RESTAURANT OR INSTITUTION

FOOD PREPARATION WORKERS

LICENSED VOCATIONAL NURSES

MARKETING, ADVERTISING, AND PUBLIC
RELATIONS MANAGERS

MEDICAL SECRETARIES

MEDICINE AND HEALTH SERVICES MANAGERS

REGISTERED NURSES

SECRETARIES, EXCEPT LEGAL AND MEDICAL

STOCK CLERKS – STOCKROOM, WAREHOUSE OR
STORAGE YARD OR SALES FLOOR

TEACHERS AND INSTRUCTORS, VOCATIONAL
EDUCATION AND TRAINING

TEACHERS, ELEMENTARY SCHOOL

TEACHERS, PRESCHOOL

TEACHERS, SPECIAL EDUCATION

TRAINING PROGRAM

Accounting; Taxation

Baker/Pastry Chef

Accounting Technician

Accounting Technician

Business Information and Data Processing Services;
Business Systems Networking

Child Development/Early Childhood Education

Food Service

Food Service

Practical Nurse (L.P.N. Training)

Business Administration and Management, General

Administrative Assistant/Secretarial Science,
General Medical Administrative Assistant/Secretary

Business Administration and Management, General

Nursing (R.N. Training)

Administrative Assistant/Secretarial Science

General Office/Clerical and Typing Services

Education, General

Education, General

Education, General

Education, General

YUBA COMMUNITY COLLEGE – MARYSVILLE – MAIN CAMPUS

2088 NORTH BEALE ROAD
MARYSVILLE CA, 95901-7699

School Type: Community College
Phone: (530)741-6700
Fax: (530)741-3541
Internet: <http://www.yuba.cc.ca.us>
Email: mroot@yuba.cc.ca.us

SERVICES

Job Placement	Yes
Counseling	Yes
Child Care	Yes
Open Entry/Open Exit	No
Distance Learning	Yes

DEGREES

Master	No
Batchelor	No
Associate	Yes
Certificate	Yes
Diploma	No

OCCUPATION

ACCOUNTANTS AND AUDITORS
AUTOMOTIVE BODY AND RELATED REPAIRERS
AUTOMOTIVE MECHANICS

BUS AND TRUCK MECHANICS AND DIESEL
ENGINE SPECIALISTS
CHILD CARE WORKERS
COOKS – RESTAURANT OR INSTITUTION
CORRECTION OFFICERS AND JAILERS
DRAFTERS
FOOD PREPARATION WORKERS
LICENSED VOCATIONAL NURSES
MACHINISTS
MAINTENANCE REPAIRER - GENERAL
MARKETING, ADVERTISING, AND PUBLIC
RELATIONS MANAGERS
MEDICAL SECRETARIES

MEDICINE AND HEALTH SERVICES MANAGERS
NURSING AIDES, ORDERLIES, AND ATTENDANT
REGISTERED NURSE
SECRETARIES, EXCEPT LEGAL AND MEDICAL
STOCK CLERKS – STOCKROOM, WAREHOUSE OR
STORAGE YARD OR SALES FLOOR
TEACHERS AND INSTRUCTORS, VOCATIONAL
EDUCATION AND TRAINING
TEACHERS, ELEMENTARY SCHOOL
TEACHERS, PRESCHOOL
TEACHERS, SPECIAL EDUCATION

TRAINING PROGRAM

Accounting and Taxation
Auto/Automotive Body Repairer
Auto/Automotive Mechanic/Technician
Automotive Engineering Tech./Technician
Diesel Engine Mechanic and Repairer

Child Development/Early Childhood Education
Food Service
Corrections/Correctional Administration
Architectural Drafting
Food Service
Practical Nurse (L.P.N. Training)
Machinist/Machine Technologist
Welding and Machine Technologist
Business Administration and Management, General

Medical Administrative Assistant/Secretary
Administrative Assistant/Secretarial Science
Business Administration and Management, General
Nurse Assistant/Aide
Nursing (RN Training)
Administrative Assistant/Secretarial Science
General Office/Clerical and Typing Services

Education, General

Education, General
Education, General
Education, General

YUBA JOINT APPRENTICE TRAINING COMMITTEE

1246 PUTMAN AVENUE

YUBA CITY CA, 95991

School Type: Apprenticeship Program

Phone: (530) 673-8690

Fax: (530) 673-7887

Email: officechris@lu228.org

SERVICES

Job Placement Yes

Counseling No

Child Care No

Open Entry/Open Exit Yes

Distance Learning No

DEGREES

Master No

Batchelor No

Associate No

Certificate Yes

Diploma No

OCCUPATION

PLUMBERS, PIPEFITTERS, AND
STEAMFITTERS

TRAINING PROGRAM

Plumber and Pipefitter

Alphabetical List of EDD-LMID Occupational Guides (w/Year Released)

Accountants and Auditors, Guide #1 (1999)
Accounting, Auditing, and Bookkeeping Clerks, Guide #26 (1997)
Actuaries, Guide #318 (1999)
Adjustment Clerks, Guide #562 (1997)
Administrative Medical Careers, Guide #2002A (1995)
 Medical Insurance Managers and Specialists; Hospice Administrators; Transplant Coordinators; and Tumor Registrars
Administrators, Health Services, Guide #409 (1995)
Administrators, Hospice, Guide #2002A (1995)
Administrators, Hospital, Guide #409 (1995)
Administrators, Medical Records, Guide #134 (1998)
Adult Day Care Occupations, Guide # 2008 (1996)
 Administrators; Program Directors; Program Aides; Teachers/Trainers; Shuttle Bus Drivers; Recreational Assistants; Activity Directors; Health Aides
Aides, Home Care and Personal, Guide #461 (1997)
Aides, Home Care and Personal (Home Health Support), Guide #2002B (1997)
Air Conditioning Mechanics, Guide #32 (1998)
Aircraft Mechanics, Guide #339 (2001) Newly Revised!
Aircraft Pilots, Guide #290 (2001)
Air Reservations Agents, Guide #99 (1996)
Air Traffic Controllers, Guide #230 (1998)
Analysts, Assay (Biotechnology), Guide #2007 (1996)
Analysts, Computer Systems, Guide #541 (1995)
Analysts, Crime and Intelligence, Guide #557 (1999)
Analysts, Economists and Market Research, Guide #253 (1995)
Analysts, Equipment Installation (Telecommunications), Guide #2005A (1995)
Analysts, Financial, Guide #260 (1995)
Analysts, Information Systems (Telecommunications), Guide #2005A (1995)
Analysts, Investment, Guide #260 (1995)
Analysts, Network (LAN-Related), Guide #2001A (1994)
Analysts, Quality Control (Biotechnology), Guide #2007 (1996)
Analysts, Scientific Programmer (Biotechnology), Guide #2007 (1996)
Analysts, Telecommunications, Guide #2005A (1995)
Anesthetists, Nurse, Guide #2002C (1995)
Angiogram, Special Procedure Technologists, Guide #2002E (1995)
Animal Handlers (Biotechnology), Guide #2007 (1996)
Animal Health Technicians (Veterinary), Guide #402 (1998)
Animal Technicians (Biotechnology), Guide #2007 (1996)
Animators, Designers and Illustrators (Commercial Artists), Guide #4 (1999)
Animators (Multimedia), Guide #2006 (1995)
Apartment and Condominium Managers, Guide #423 (1998)
Appliance Repairers (Home and Garden), Guide #101 (1998)
Appraisers, Real Estate, Guide #228 (1998)
Architects, Guide #210 (1998)
Architects, Landscape, Guide #216 (1999)
Art Directors (Multimedia), Guide #2006 (1995)
Artificial Intelligence Specialists (Computer/Robotics), Guide #2004C (1994)
Artists, Commercial, Guide #4 (1999)
Asbestos Abatement Occupations, Guide #2000D (1995)
 Asbestos Abatement Contractors; Asbestos Materials Building Inspectors;
 Asbestos Project Designers; Asbestos Removal Workers; Asbestos Worker Supervisors or
 Asbestos Removal Mechanics; Asbestos Consultants; Site Surveillance Technicians
Aseptic Fill Assistants (Biotechnology), Guide #2007 (1996)

Alphabetical List of EDD-LMID Occupational Guides (w/Year Released)

Aseptic Fill Research Assistants (Biotechnology), Guide #2007 (1996)
Aseptic Fill Technicians (Biotechnology), Guide #2007 (1996)
Assay Analysts (Biotechnology), Guide #2007 (1996)
Astronomers, Guide #119 (1998)
Attendants, Dining Room, Guide #523 (1997)
Attorneys, Guide #322 (1998)
Audiologists, Speech Language, Guide #453 (1995)
Auditing Clerks, Guide #26 (1997)
Auditors and Accountants, Guide #1 (1999)
Auditors, Quality Assurance (Biotechnology), Guide #2007 (1996)
Automobile Body Repairers, Guide #68 (1998)
Automobile Mechanics, Guide #24 (1997)
Automobile Parts Counter Workers, Guide #237 (1995)
Automobile Service Station Attendants, Guide #30 (1998)
Automotive Painters, Guide #529 (1998)
Automotive Service Advisors, Guide #240 (1995)

Bakers and Production Workers (Manufacturing), Guide #330 (1995)
Baker, Retail, Guide #532 (1995)
Barbers, Guide #78 (1998)
Bill and Account Collectors, Guide #561 (1997)
Biochemical Development Engineers (Biotechnology), Guide #2007 (1996)
Biotechnology Occupations, Emerging Occupations in, Guide #2007 (1996)
 Animal Handlers; Animal Technicians; Aseptic Fill Assistants; Aseptic Fill Research
 Associates; Aseptic Fill Technicians; Assay Analysts; Biochemical Development
 Engineers; Cell Culture & Fermentation Assistants; Cell Culture & Fermentation Research
 Associates; Cell Culture & Fermentation Technicians; Clinical Research Associates;
 Data Entry Clerks; Documentation Clerks; Greenhouse Assistants; Instrumentation/
 Calibration Technicians; Laboratory Assistants; Laboratory Support Workers;
 Library Assistants; Manufacturing Engineers; Manufacturing Research Associates;
 Manufacturing Technicians; Microbiologists; Plant Breeders; Process Development
 Associates; Process Development Engineers; Production Planners; Purification Assistants;
 Purification Manufacturing Associates; Purification Technicians; Quality Assurance Auditors;
 Quality Control Analysts; Quality Control Engineers; Quality Control Inspectors;
 Research Associates (R&D); Safety Specialists; Scientific Programmer Analysts;
 Scientists; Statisticians; Technical Writers; Validation Technicians

Bookkeeping, Accounting and Auditing Clerks, Guide #26 (1997)
Breeders, Plant (Biotechnology), Guide #2007 (1996)
Brick Masons, Guide #204 (1998)
Broadcast Technicians, Guide #359 (1995)
Brokers, Securities, Guide #252 (1996)
Building and Construction Inspectors, Guide #306 (2001)
Burglar and Fire Alarm Installers and Repairers, Guide #518 (1998)
Bus and Truck Mechanics, Guide #251 (1998)
Bus Drivers, Guide #2 (1999)
Bus Drivers, School, Guide #578 (1999)
Bus Persons, Guide #523 (1997)
Butchers and Meat Cutters, Guide #218 (1999)
Buyers (Retail Trade), Guide #118 (1995)

Cabinetmakers, Guide #23 (1995)
CAD/CAM Engineers (Engineering/Robotics), Guide #2004A (1994)
CAD/CAM Technicians (Engineering/Robotics), Guide #2004B (1994)
CAD Drafting Operators (Drafting), Guide #338 (1997)

Alphabetical List of EDD-LMID Occupational Guides (w/Year Released)

Calibration Technicians (Biotechnology), Guide #2007 (1996)
Camp Counselors, Guide #357 (1998)
Cardiology Technicians, Guide #2002E (1995)
Career Guidance Technicians, Guide #463 (1998)
Carpenters, Guide #169 (1997)
Carpet Installers, Guide #383 (1995)
Car Rental Clerks, Guide #511 (1997)
Cartographers/Map Makers, Guide #517 (2001)
Cashiers, Guide #31 (1997)
Cell Culture and Fermentation Assistants (Biotechnology), Guide #2007 (1996)
Cell Culture and Fermentation Research Associates (Biotechnology), Guide #2007 (1996)
Cell Culture and Fermentation Technicians (Biotechnology), Guide #2007 (1996)
Cement Masons, Guide #181 (1998)
Ceramics Engineers, Guide #329 (1995)
Certified Nurses and Midwives, Guide #555 (1995)
Chefs and Cooks, Guide #93 (1997)
Chemical Engineers, Guide #8 (1998)
Chemists, Guide #22 (1998)
Child Care Workers (Aides), Guide #505 (2001)
Chiropractors/Doctors of Chiropractic, Guide #547 (1998)
Civil Engineers, Guide #39 (1998)
Cleaners and Janitors, Guide #88 (1997)
Clerks, Adjustment, Guide #562 (1997)
Clerks, Bookkeeping, Accounting and Auditing, Guide #26 (1997)
Clerks, Car Rental, Guide #511 (1997)
Clerks, Counter and Rental, Guide #511 (1997)
Clerks, Data Entry (Biotechnology), Guide #2007 (1995)
Clerks, Documentation (Biotechnology), Guide #2007 (1995)
Clerks, File, Guide #261 (1997)
Clerks, General Office, Guide #295 (1997)
Clerks, Hospital Admitting, Guide #409 (1995)
Clerks, Hotel Desk, Guide #70 (1997)
Clerks, Loan and Credit, Guide #526 (1995)
Clerks, Receptionist and Information, Guide #21 (1998)
Clerks, Shipping and Receiving, Guide #63 (1997)
Clerks, Stock, Guide #74 (1997)
Clerks, Stock, Sales Floor (Merchandisers), Guide #575 (1999)
Clerks, Ward, Guide #528 (1998)
Clinical Laboratory Technologists, Guide #17 (1996)
Clinical Research Associates (Biotechnology), Guide #2007 (1996)
Collectors, Bill and Account, Guide #561 (1997)
Collectors and Drivers, Refuse (Garbage), Guide #460 (2001)
Commercial Artists, Guide #4 (1999)
Commercial Printing Press Operators, Guide #71 (1998)
Community College Instructors, Guide #139 (1996)
Compliance and Enforcement Officers (EPA), Guide #2000A (1994)
Computer Engineers (Engineering/Robotics), Guide #2004A (1994)
Computer Operators, Guide #299 (1998)
Computer Programmers, Guide #81 (1999)
Computer Programmers (Engineering/Robotics), Guide #2004C (1994)
Computer Specialist Occupations in Robotics, Guide #2004C (1994)
Artificial Intelligence Specialists; Computer Programmers; Computer Systems Analysts
Computer Systems Analysts, Guide #541 (1995)
Computer Systems Analysts (Robotics), Guide #2004C (1994)

Alphabetical List of EDD-LMID Occupational Guides (w/Year Released)

Computer Systems Engineers, Guide #488 (1995)
Computer Tomography (CT) Scan Technologists, Guide #2002E (1995)
Computer Tomography (CT) Technologists, Guide #89 (1998)
Construction and Building Inspectors, Guide #306 (2001)
Construction Trades Helpers, Guide 565 (1998)
Consultants, Asbestos, Guide #2000D (1995)
Consultants, Network (LAN-Related), Guide #2001A (1994)
Consultants, Telecommunications, Guide #2005A (1995)
Contract Project Coordinators (EPA), Guide #2000A (1994)
Contractors, Asbestos Abatement, Guide #2000D (1995)
Control Technicians, Network (LAN-Related), Guide #2001A (1994)
Convention and Meeting Planners, Guide #553 (2001)
Cooks and Chefs, Guide #93 (1997)
Cooks, Short Order and Fast Food, Guide #366 (1997)
Copy Editors, Guide #268 (1996)
Copywriters, Guide #163 (1998)
Correctional Officers, Guide #220 (1998)
Cosmetologists, Guide #58 (1998)
Cost Recovery Specialists (EPA), Guide #2000A (1994)
Counselors, Rehabilitation and School, Guide #429 (1998)
Counter and Rental Clerks, Guide #511 (1997)
Court and Shorthand Reporters, Guide #162 (1998)
Credit and Loan Clerks, Guide #526 (1995)
Crime and Intelligence Analysts, Guide #557 (1999)
Criminalists, Guide #558 (1999)
CT Scan, Special Procedure Technologists, Guide #2002E (1995)

Data Entry Clerks (Biotechnology), Guide #2007 (1996)
Data Entry Keyers, Guide #16 (1997)
Data Processing Equipment Repairers, Guide #152 (1997)
Demonstrators, Guide #510 (1997)
Dental Assistants, Guide #27 (2001) Newly Revised!
Dental Hygienists, Guide #155 (1998)
Dental Lab Technicians, Guide #243 (1995)
Dentists, Guide #377 (1995)
Designers, Asbestos Project, Guide #2000D (1995)
Designers, Animators and Illustrators (Commercial Artists), Guide #4 (1999)
Designers, Fashion, Guide #185 (2001)
Designers, Graphic, Guide #2006 (1995)
Designers, Interface, Guide #2006 (1995)
Designers/Software Engineers (Telecommunications), Guide #2005A (1995)
Designers, Tool, Guide #178 (1995)
Desktop Publishing Specialists, Guide #086 (2001)
Diagnostic Radiologic Technologists, Guide #89 (1998)
Dialysis Technicians, Guide #543 (1995)
Die and Tool Makers, Guide #15 (1995)
Dietitians and Dietetic Technicians, Guide #98 (1998)
Dining Room Attendants (Bus Persons), Guide #523 (1997)
Directors, Information Systems (Telecommunications), Guide #2005A (1995)
Dispensing Optician, Guide #167 (1998)
Doctors/Physicians/Surgeons, Guide #319 (1995)
Documentation Clerks (Biotechnology), Guide #2007 (1995)
Drafting Occupations, Guide #338 (1997)
Drapery Occupations, Guide #91 (1998)

Alphabetical List of EDD-LMID Occupational Guides (w/Year Released)

Drivers, Bus, Guide #2 (1999)
Drivers, School Bus, Guide #578 (1999)
Drivers and Collectors, Refuse (Garbage), Guide #460 (2001)
Drivers, Heavy Truck, Guide #255 (1997)
Drivers, Light Truck, Guide #563 (1997)
Dry Cleaning Industry, Occupations in, Guide #444 (1995)
Drywall Installers and Tapers, Guide #524 (1997)

Economists and Market Research Analysts, Guide #253 (1995)
Editors, Copy, Guide #268 (1996)
Electrical and Electronics Engineering Technicians, Guide #60 (1998)
Electrical and Electronics Engineers, Guide #12 (1996)
Electrical and Electronics Engineers (Robotics), Guide #2004A (1994)
Electrical and Electronics Engineers (Satellite), Guide #2005A (1995)
Electricians, Guide #121 (1996)
Electrocardiograph Technicians, Guide #538 (1995)
Electromechanical Technicians (Robotics), Guide #2004A (1994)
Electro-Neurodiagnostic Technologists, Guide #2002E (1995)
Electronic Data Processing Managers, Guide #348 (1995)
Electronic Home Entertainment Equipment Repairers, Guide #34 (1998)
Electronic Component Processors, Guide #495 (1998)
Electronics Assemblers, Guide #47 (1998)
Electronics Engineering Technicians, Guide #60 (1998)
Electronics Engineers, Guide #12 (1996)
Electronics Engineers (Robotics), Guide #2004A (1994)
Electronics Repairers (Commercial and Industrial Equipment), Guide #222 (1998)
Electronics Technicians (Robotics), Guide #2004B (1994)
Elementary School Teachers, Guide #10 (1999)
Embalmers, Guide #340 (1995)
Emergency Medical Technicians (EMT) and Paramedics, Guide #550 (1995)
Employment Interviewers, Guide #38 (1998)
Engineering Occupations--Robotics and Automated Systems, Guide #2004A (1994)
 CAD/CAM Engineers; Computer Engineers; Electrical/Electronics Engineers; Industrial
 Engineers; Manufacturing Engineers; Mechanical Engineers; Robotics Engineers
Engineering Technician Occupations--Robotics and Automated Systems, Guide #2004B (1994)
 CAD/CAM Technicians; Electromechanical Technicians; Electronics Technicians; Field
 Service Technicians; Industrial Engineering Technicians; Manufacturing Engineering
 Technicians; Mechanical Engineering Technicians; Robotics Technicians
Engineers, Biochemical (Biotechnology), Guide #2007 (1996)
Engineers, CAD/CAM (Robotics), Guide #2004A (1994)
Engineers, Ceramic, Guide #329 (1995)
Engineers, Chemical, Guide #8 (1998)
Engineers, Civil, Guide #39 (1998)
Engineers, Computer (Robotics), Guide #2004A (1994)
Engineers, Computer Systems, Guide #488 (1995)
Engineers, Electric and Electronic, Guide #12 (1996)
Engineers, Electrical and Electronic (Telecommunications), Guide #2005A (1995)
Engineers, Environmental (EPA), Guide #2000A (1994)
Engineers, Industrial, Guide #3 (1996)
Engineers, Industrial (Robotics), Guide #2004A (1994)
Engineers, Laser (Telecommunications), Guide #2005A (1995)
Engineers, Manufacturing (Biotechnology), Guide #2007 (1996)
Engineers, Manufacturing (Robotics), Guide #2004A (1994)
Engineers, Mechanical, Guide #5 (1996)

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Engineers, Mechanical (Robotics), Guide #2004A (1994)
Engineers, Nuclear, Guide #367 (1995)
Engineers, Operating, Guide #147 (1995)
Engineers, Operating (Biotechnology), Guide #2007 (1996)
Engineers, Quality Control (Biotechnology), Guide #2007 (1996)
Engineers, Stationary, Guide #234 (1995)
English Teachers, to Speakers of Other Languages (TESOL), Guide #556 (1999)
Enologists/Wine Makers, Guide #257 (1998)
Environmental Engineers (EPA), Guide #2000A (1994)
Environmental Hazardous Material Specialists (EPA), Guide #2000A (1994)
Environmental Health Specialists, Guide #347 (1998)
Environmental Occupations - A Sampler (1995)
 Environmental Analysts; Environmental Engineers; Environmental Lawyers; Environmental Microbiologists;
 Recycling Coordinators; Solar Energy System Installers; Urban Foresters; Water Pollution Control Inspectors
Environmental Protection Agencies Compliance Jobs, Guide #2000A (1994)
 Environmental Engineers; Environmental Protection Specialists; Environmental Scientists; Toxicologists;
 Hydrogeologists; Hydrogeologists; Environmental Waste Management Specialists; Environmental
 Hazardous Materials Specialists; Hazardous Waste Disposal Specialists
Environmental Technicians (Hazardous Waste), Guide #2000B (1994)
Equipment Installation Analysts (Telecommunications), Guide #2005A (1995)
Equipment Operators (HAZMAT), Guide #2000E (1994)
Estheticians (Skin Care Specialists), Guide #577 (2001) NEW!

Farmworker Occupations, Guide #225 (1998)
Fashion Designers, Guide #185 (2001)
Fast Food and Short Order Cooks, Guide #366 (1997)
Fermentation Assistants (Biotechnology), Guide #2007 (1996)
Fermentation Research Associates (Biotechnology), Guide #2007 (1996)
Fermentation Technicians (Biotechnology), Guide #2007 (1996)
Fiberglass Lay-Up Workers (Laminators), Guide #288 (1995)
Field Service Representatives (Utility Meters), Guide #544 (1995)
Field Service Technicians (Robotics), Guide #2004B (1994)
Field Technicians (Hazardous Waste), Guide #2000B (1994)
File Clerks, Guide #261 (1997)
Film Editors (Motion Picture and Video Tape), Guide #323 (1999)
Financial Analysts, Guide #260 (1995)
Finger Print Classifiers, Guide #203 (1998)
Fire and Burglar Alarm Installers, Guide #518 (1998)
Firefighters, Guide #241 (1998)
Fish and Game Wardens, Guide #448 (1998)
Fitness/Wellness Occupations, Guide #2002D (1995)
Flight Attendants, Guide #79 (1996)
Floor Covering Installers, Guide #383 (1995)
Food Product Sales Representatives, Guide #285 (1995)
Food Service Managers, Guide #503 (1995)
Foresters, Guide #202 (1996)
Forklift Operators, Guide #190 (1997)
Foundry Occupations, Guide #37 (1998)

Garbage (Refuse) Collectors and Drivers, Guide #460 (2001)
Gardeners and Groundskeepers, Guide #320 (1997)
General Office Clerks, Guide #295 (1997)
Geographic Information Systems (GIS) Specialists, Guide #554 (2001)
Glaziers, Guide #104 (1996)

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Graphic Designers, Guide #2006 (1995)
Greenhouse Assistants (Biotechnology), Guide #2007 (1996)
Grip (Theatrical), Guide #527 (1995)
Grocery Checkers, Guide #31 (1997)
Guides, Guide #549 (1995)

Hazardous Material Occupations - A Sampler (1995)
Appliance Recycling Technicians; Asbestos Materials Building Inspectors; Asbestos Removal Workers;
Environmental Protection Specialists; Environmental Scientists and Engineers; Hazardous Materials
Specialists; Hazardous Waste Disposal Occupations

Hazardous Material (HAZMAT) Transportation Workers, Guide #2000E (1994)
HAZMAT Truck Drivers; Truck Driver Helpers; Equipment Operators; Truck Dispatchers

Hazardous Waste Disposal Specialists (EPA), Guide #2000A (1994)
Hazardous Waste Technicians, Guide #2000B (1994)
Chemical Waste Disposal Workers; Environmental Hazardous Waste Technicians; Field Technicians

Health Care Workers, Home, Guide #2002B (1995)
Health Physicists, Guide #386 (1995)
Health Services and Hospital Administrators, Guide #235 (1998)
Heating, Air Conditioning and Refrigeration Mechanics, Guide #32 (1998)
Heavy Truck Drivers, Guide #255 (1997)
Highway Maintenance Workers, Guide #537 (1995)
Histopathologists, Guide #2002D (1995)
Holter Scanning Technicians, Guide #2002E (1995)
Home Care and Personal Aides, Guide #2002B (1995)
Home Health Aides, Guide #461 (1997)
Home Health Care Workers, Guide #2002B (1995)
Home Health Support Occupations, Guide #2002B (1995)
Home Health-Care Workers; Licensed Vocational Nurses; Personal and Home Care Aides

Horticulturists, Guide #396 (1995)
Hospice Administrators, Guide #2002A (1995)
Hospital Admitting Managers and Clerks, Guide # 409 (1995)
Hospital and Health Services Administrators, Guide #235 (1998)
Hospital and Lodging Housekeepers, Guide #551 (1995)
Hosts/Hostesses, Restaurants, Guide #500 (1995)
Hotel and Motel Managers, Guide #114 (1995)
Hotel Desk Clerks, Guide #70 (1997)
Household Workers, Private Guide #395 (1998)
Housekeepers, Hospital and Lodging, Guide #551 (1995)
Human Resources Specialists and Managers, Guide #135 (1996)
Human Services Workers, Guide #564 (1997)
Hydrogeologists (EPA), Guide #2000A (1994)
Hydrologists (EPA), Guide #2000A (1994)
Hygienists, Dental, Guide #155 (1998)

Illustrators, Designers and Animators (Commercial Artists), Guide #4 (1999)
Immunohematologists, Guide #2002D (1995)
Industrial Engineering Technicians (Robotics), Guide #2004B (1994)
Industrial Engineers, Guide #3 (1996)
Industrial Engineers (Robotics), Guide #2004A (1994)
Infertility Specialists, Guide #2002D (1995)
Information Clerks and Receptionists, Guide #21 (1998)
Information Systems Analysts (Telecommunications), Guide #2005A (1995)
Information Systems Directors (Telecommunications), Guide #2005A (1995)
Information Systems Occupations - A Sampler (1995)

Alphabetical List of EDD-LMID Occupational Guides (w/Year Released)

Computer Aided Design (CAD) Technicians; Computer Aided Manufacturing (CAM) Technicians;
Closed Caption Reporters; Computer Security Specialists; Information and Image Managers;
Librarians, Special; Library Scientists; Local Area Network (LAN) Managers; Programmers, Engineering
and Scientific; Software Engineers; System Integrators
Inspectors, Asbestos Materials Building, Guide #2000D (1995)
Inspectors, Building and Construction, Guide #306 (2001)
Inspectors, Quality Control (Biotechnology), Guide #2007 (1996)
Installers, Solar Energy Systems, Guide #458 (1995)
Installers, Burglar and Fire Alarm, Guide # (1998)
Instrumentation/Calibration Technicians (Biotechnology), Guide #2007 (1996)
Instrumentation Technicians, Guide #485 (1998)
Insurance Adjusters, Examiners and Investigators, Guide #67 (1997)
Insurance Managers and Specialists, Medical, Guide #2002A (1995)
Insurance Sales Agents, Guide #455 (1995)
Insurance Underwriters, Guide #55 (1998)
Interface Designers, Guide #2006 (1995)
Interior Designers, Guide #189 (1998)
Interpreters and Translators, Guide #408 (1995)
Interviewers, Employment, Guide #38 (1998)
Investment Analysts, Guide #260 (1995)
Ironworkers, Field and Shop, Guide #112 (1998)

Janitors and Cleaners, Guide #88 (1997)

Kitchen Workers, Guide #331 (1997)

Laboratory Assistants (Biotechnology), Guide #2007 (1996)
Laboratory Assistant/Laboratory Technician, Guide #201 (2001) Newly Revised!
Laboratory Support Workers (Biotechnology), Guide #2007 (1996)
Laminators, Guide #288 (1995)
LAN-Related Jobs in the Information Systems Industry, Guide 2001A (1994)
 LAN/WAN Managers; Network Analysts; Network Consultants; Network Control Technicians;
 Sales Representatives, Network; Software Engineers/Designers; Training and Support Specialists
Land Surveying Occupations, Guide #106 (1995)
Landscape Architects, Guide #216 (1999)
LAN/WAN Managers, Guide #2001A (1994)
Laser Engineers (Telecommunications), Guide #2005A (1995)
Laser Technicians, Guide #452 (1998)
Laundry Workers, Guide #207 (1995)
Law Enforcement Occupations, Guide #457 (1999)
Lawyers, Guide #322 (1998)
Lawyers (Telecommunications), Guide #2005A (1995)
Leaded Paint Abatement Occupations, Guide #2000C (1994)
 Leaded Paint Abatement Consultants; Leaded Paint Abatement Inspectors and Assessors;
 Leaded Paint Abatement Project Designers; Leaded Paint Abatement Project Monitors;
 Leaded Paint Abatement Supervisors; Leaded Paint Abatement Workers
Legal Secretaries, Guide #172 (1999)
Librarians, Guide #154 (1996)
Library Assistants, Guide #417 (1996)
Library Assistants (Biotechnology), Guide #2007 (1996)
Licensed Vocational Nurses, Guide #313 (1997)
Licensed Vocational Nurses (Home Health), Guide #2002B (1995)
Lifeguards, Guide #341 (1998)
Lighting Technicians, Guide #546 (1995)

Alphabetical List of EDD-LMID Occupational Guides (w/Year Released)

Locksmiths, Guide #397 (1995)
Logging Occupations, Guide #102 (1998)
Loan and Credit Clerks, Guide #526 (1998)

Machine Operators, Numerical Control (Robotics), Guide #2004D (1994)
Machine Operators, Robotic, Guide #2004D (1994)
Machine Servicers, Office, Guide #405 (2001)
Machine Tool Specialists, Guide #9 (1999)
Machinists and Machine Tool Programmers, Guide #9 (1999)
Machinists, Numerical Control (Robotics), Guide #2004D (1994)
Magnetic Resonance Imaging (MRI) Technologists, Guide #89 (1998)
Maintenance Mechanics (Machinery), Guide #136 (1995)
Maintenance Repairers, General Utility, Guide #560 (1997)
Management Trainees, Guide #59 (1998)
Managers, Electronic Data Processing, Guide #348 (1995)
Managers, Food Service, Guide #503 (1995)
Managers, Hospital Admitting, Guide #409 (1995)
Managers, Hotel and Motel, Guide #114 (1995)
Managers, Human Resources, Guide #135 (1996)
Managers, LAN/WAN, Guide #2001A (1994)
Managers, Medical Insurance, Guide #2002A (1995)
Managers, Property and Real Estate, Guide #423 (1998)
Managers, Retail Store, Guide #242 (1998)
Managers, Telecommunications, Guide #2005A (1995)
Manufacturer's Sales Representatives, Guide #542 (1995)
Manufacturing Engineering Technicians (Robotics), Guide #2004B (1994)
Manufacturing Engineers (Biotechnology), Guide #2007 (1996)
Manufacturing Engineers (Robotics), Guide #2004A (1994)
Manufacturing Research Associates (Biotechnology), Guide #2007 (1996)
Manufacturing Technicians (Biotechnology), Guide #2007 (1996)
Map Makers/Cartographers, Guide #517 (2001)
Masons, Brick, Guide #204 (1998)
Masons, Cement, Guide #181 (1998)
Masons, Stucco and Plasterers, Guide #249 (1995)
Mathematicians, Guide #66 (1996)
Meat Cutters and Butchers, Guide #218 (1999)
Mechanical Engineering Technicians (Robotics), Guide #2004B (1994)
Mechanical Engineers, Guide #5 (1996)
Mechanical Engineers (Robotics), Guide #2004A (1994)
Mechanics, Aircraft, Guide #339 (2001) Newly Revised!
Mechanics, Asbestos or Worker Supervisors, Guide #2000D (1995)
Mechanics, Automobile, Guide #24 (1997)
Mechanics, Bus/Truck/Diesel Engine Specialists, Guide #251 (1998)
Mechanics, Heating, Air Conditioning and Refrigeration, Guide #32 (1998)
Mechanics, Maintenance (Machinery), Guide #136 (1995)
Mechanics, Refrigeration, Guide #32 (1998)
Mechanics, Vending Machine, Guide #358 (1995)
Medical and Clinical Laboratory Technologists, Guide #17 (1996)
Medical Assistants, Guide #513 (1997)
Medical Careers, Administrative, Guide #2002A (1995)
Medical Insurance Managers and Specialists, Guide #2002A (1995)
Medical Professions, Specialty, Guide #2002D (1995)
Medical Record/Health Information Technicians and Administrators, Guide #134 (1998)
Medical Secretaries, Guide #177 (1998)

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Medical Transcriptionists, Guide #499 (1995)
Medicine, Technical Occupations, Guide #2002E (1995)
Meeting and Convention Planners, Guide #553 (2001)
Merchandisers (Sales Floor Stock Clerk), Guide #575 (1999)
Metal Workers (Shop and Field Ironworkers), Guide #112 (1998)
Metal Workers, Sheet, Guide #49 (1998)
Metallurgists, Guide #310 (1995)
Meteorologists, Guide #200 (1998)
Microbiologists, Guide #168 (1995)
Microbiologists (Biotechnology), Guide #2007 (1996)
Microwave Technicians, Guide #60 (1998)
Midwives, Certified Nurse and Licensed Midwives, Guide #555 (1995)
Miscellaneous Occupations - A Sampler (1995)
 Ergonomics Occupations; Fitness/Wellness Coordinators; Historical Consultants; Human Resources Managers; Industrial Hygienists; Laser Technicians; Meeting Planners; Photofinishing Occupations; Robotics Technicians; Teachers, Adventure Education; Total Quality Management Experts
Models, Guide #144 (1998)
Motel and Hotel Managers, Guide #114 (1995)
Motion Picture Photographers, Guide #519 (1999)
MRI (Magnetic Resonance Imaging) Technologists, Guide #89 (1998)
Multimedia, Professional Occupations in, Guide #2006 (1995)
 Animators; Art Directors; Graphic Designers; Interface Designers; Programmers; Sound Producers; Video Producers; Writers
Network Analysts (LAN-Related), Guide #2001A (1994)
Network Consultants (LAN-Related), Guide #2001A (1994)
Network Control Technicians (LAN-Related), Guide #2001A (1994)
Network Sales Representatives (LAN-Related), Guide #2001A (1994)
Network Training and Support Specialists (LAN-Related), Guide #2001A (1994)
Newspaper Reporters, Guide #113 (1998)
Non-Destructive Testers, Guide #279 (1995)
Nuclear Engineers, Guide #367 (1995)
Nuclear Medicine Technologists, Guide #2002E (1995)
Nuclear Technicians and Technologists, Guide #379 (1995)
Numerical-Control Machine Operators, Guide #548 (1998)
Numerical-Control Machine Operators (Robotics), Guide #2004D (1994)
Numerical-Control Machinists (Robotics), Guide #2004D (1994)
Numerical-Control Tool Programmers (Robotics), Guide #2004D (1994)
Nursery Workers, Guide #520 (1997)
Nurses Aides and Nursing Assistants, Guide #442 (2001)
Nurses, Infection Control, Guide #2002C (1995)
Nurses, Licensed Vocational, Guide #313 (1997)
Nurses, Licensed Vocational (Home Health), Guide #2002A (1995)
Nurses, Registered and Nurse Practitioners, Guide #29 (2001) Newly Revised!
Nursing Assistants, Guide #442 (2001)
Nursing Careers, Guide #2002C (1995)
 Nurse Aides/Assistants; Nurse Anesthetists; Nurses, Infection Control; Nurse Informaticians

Occupational Therapists, Guide #143 (1995)
Occupational Therapy Assistants and Aides, Guide #566 (2001) NEW!
Office Machine Servicers, Guide #405 (2001)
On-Scene Coordinators (EPA), Guide #2000A (1994)
Operating Engineers, Guide #147 (1995)
Operating Room Technicians, Guide #462 (1996)
Operators, Forklift, Guide #190 (1997)

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Operators, Commercial Printing Press, Guide #71 (1998)
Operators, Computer, Guide #299 (1995)
Operators, Numerical-Control Machine, Guide #548 (1998)
Operators, Numerical-Control Machine (Robotics), Guide #2004D (1994)
Operators, Power Plant, Guide #474 (1995)
Operators, Robotic Machine, Guide #2004D (1994)
Operators, Sewing Machine, Guide #146 (1997)
Operators, Telephone, Guide #54 (1995)
Operators, Water and Wastewater Treatment Plant, Guide #443 (1995)
Ophthalmic Laboratory Technicians, Guide #97 (2001)
Opticians, Dispensing, Guide #167 (1998)
Optometric Technicians/Optometric Assistants, Guide #470 (1995)
Optometrists, Guide #467 (1998)

Painters and Paperhangers, Guide #148 (1997)
Painters, Automotive, Guide #529 (1998)
Paperhangers and Painters, Guide #148 (1997)
Paralegals, Guide #464 (1999)
Paramedics and Emergency Medical Technicians, Guide #550 (1995)
Park Rangers, Guide #232 (1995)
Parole Agents and Probation Officers, Guide #192 (1998)
Passenger Services Agents, Guide #99 (1996)
Pathologists, Speech-Language, Guide #453 (1995)
Perfusionists, Guide #2002E (1995)
Permit Writers (EPA), Guide #2000A (1994)
Personal and Home Health Care Aides, Guide #2002B (1995)
Pharmacists, Guide #159 (1998)
Pharmacy Technicians (Hospital), Guide #456 (1995)
Pheresis Specialists, Guide #2002E (1995)
Photofinishing Occupations, Guide #245 (1995)
Photographers, Guide #51 (1998)
Photographers, Motion Picture, Guide #519 (1999)
Photographic Equipment Technicians, Guide #265 (1995)
Physical Therapists, Guide #117 (1996)
Physical Therapy Aides and Assistants, Guide #451 (1997)
Physician Assistants, Guide #508 (1998)
Physicians and Surgeons, Guide #319 (1995)
Physicists, Guide #62 (1998)
Pilots, Aircraft, Guide #290 (2001)
Planner, Urban, Guide #175 (1998)
Planners, Production (Biotechnology), Guide #2007 (1996)
Plant Breeders (Biotechnology), Guide #2007 (1996)
Plasterers and Stucco Masons, Guide #249 (1995)
Plumbers, Guide #173 (1998)
Podiatrists/Doctors of Podiatric Medicine, Guide #298 (1995)
Post Office Jobs, Guide #449 (1996)
Power Plant Operators, Guide #474 (1995)
Precision Instrument Repairers, Guide #393 (1995)
Preschool Teachers, Guide #275 (1996)
Printing Press Operators, Guide #71 (1998)
Prison Guards (Correctional Officers), Guide #220 (1998)
Private Household Workers, Guide #395 (1998)
Probation Officers and Parole Agents, Guide #192 (1998)
Process Development Associates (Biotechnology), Guide #2007 (1996)

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Process Development Engineers (Biotechnology), Guide #2007 (1996)
Producers, Sound (Multimedia), Guide #2006 (1995)
Producers, Video (Multimedia), Guide #2006 (1995)
Production & Material Coordinators, Guide #433 (1995)
Production Planners, Guide #271 (1995)
Production Planners (Biotechnology), Guide #2007 (1996)
Programmer Analysts, Scientific (Biotechnology), Guide #2007 (1996)
Programmers (Multimedia), Guide #2006 (1995)
Programmers, Computer, Guide #81 (1999)
Programmers, Computer (Robotics), Guide #2004C (1994)
Programmers, Numerical Control Tool (Robotics), Guide #2004D (1994)
Property and Real Estate Managers, Guide #423 (1998)
Psychiatric Technicians, Guide #95 (1995)
Psychiatric Aides, Guide #567 (2001) NEW!
Psychologists, Guide #77 (1995)
Public Relations Representatives, Guide #276 (1999)
Purification Assistants (Biotechnology), Guide #2007 (1996)
Purification Manufacturing Associates (Biotechnology), Guide #2007 (1996)
Purification Technicians (Biotechnology), Guide #2007 (1996)

Quality Assurance Auditors (Biotechnology), Guide #2007 (1996)
Quality Control Analysts (Biotechnology), Guide #2007 (1996)
Quality Control Engineers (Biotechnology), Guide #2007 (1996)

Radiation Therapy Technologists, Guide #535 (1998)
Radiologic Technologists, Diagnostic, Guide #89 (1998)
Real Estate Agents, Guide #90 (1995)
Real Estate Appraisers, Guide #228 (1998)
Real Estate and Property Managers, Guide #423 (1998)
Receiving and Shipping Clerks, Guide #63 (1997)
Receptionists and Information Clerks, Guide #21 (1998)
Recreation Workers, Guide #357 (1998)
Refrigeration, Heating and Air Conditioning Mechanics, Guide #32 (1998)
Refuse (Garbage) Collectors and Drivers, Guide #460 (2001)
Registered Nurses and Nurse Practitioners, Guide #29 (2001) Newly Revised!
Remedial Project Managers (EPA), Guide #2000A (1994)
Remedial Project Officers (EPA), Guide #2000A (1994)
Rental and Counter Clerks, Guide #511 (1997)
Repairers, Appliance, Guide #101 (1998)
Repairers, Automobile Body, Guide #68 (1998)
Repairers and Installers, Burglar and Fire Alarm, Guide #518 (1998)
Repairers, Data Processing Equipment, Guide #152 (1997)
Repairers, Electronic Home Entertainment, Guide #34 (1998)
Repairers, Electronics, Guide #222 (1998)
Repairers, Maintenance (General Utility) Guide #560 (1997)
Repairers, Precision Instrument, Guide #393 (1995)
Reporters, Newspaper, Guide #113 (1998)
Research and Design Occupations - A Sampler (1995)
 Biomedical Engineers; Biomedical Equipment Technicians; Biotechnologists; Ceramic Engineers;
 Plastics Technologists; Reliability Engineers; Toxicologists; Transportation Occupations
Research Associates (Biotechnology), Guide #2007 (1996)
Respiratory Therapists, Guide #454 (1998)
Respiratory Therapists, Guide #2002E (1995)
Restaurant Hosts and Hostesses, Guide #500 (1995)

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Retail Bakers, Guide #532 (1995)
Retail Salespersons, Guide # 536 (1997)
Retail Store Managers, Guide #242 (1998)
Right-of-Way Agents, Guide #226 (1998)
Robotics and Automated Systems--Engineering Occupations, Guide #2004A (1994)
Robotics and Automated Systems--Engineering Technicians, Guide #2004B (1994)
Robotics and Automated Systems--Computer Specialists, Guide #2004C (1994)
Robotics and Automated Systems--Skilled Occupations, Guide #2004D (1994)
Robotics Engineers, Guide #2004A (1994)
Robotics Machine Operators, Guide #2004D (1994)
Robotics Technicians, Guide #552 (1995)
Robotics Technicians, Guide #2004B (1994)

Safety Specialists (Biotech), Guide #2007 (1996)
Sales Agents, Insurance, Guide #455 (1995)
Sales Floor Stock Clerks (Merchandisers), Guide #575 (1999)
Sales Representatives, Food Product, Guide #285 (1995)
Sales Representatives, Manufacturers', Guide #542 (1995)
Sales Representatives, Network (LAN-Related), Guide #2001A (1994)
Sales Representatives, Telecommunications, Guide #2005A (1995)
Salespersons, Retail, Guide #536 (1997)
Satellite Industry, Electrical/Electronic Engineers (Telecommunications), Guide #2005A (1995)
Sawmill Occupations, Guide #259 (1995)
School and Rehabilitation Counselors, Guide #429 (1998)
School Bus Drivers, Guide #578 (1999)
Scientific Programmer Analysts (Biotechnology), Guide #2007 (1996)
Scientists (Biotechnology), Guide #2007 (1996)
Secondary School Teachers, Guide #57 (1999)
Secretaries, Guide #128 (1997)
Secretaries, Legal, Guide #172 (1999)
Secretaries, Medical, Guide #177 (1998)
Securities Brokers, Guide #252 (1996)
Security Guards, Guide #75 (1997)
Service Station Attendants, Automobile, Guide #30 (1995)
Servicers, Office Machine, Guide #405 (2001)
Sewing Machine Operators, Guide #146 (1997)
Sheet Metal Workers, Guide #49 (1998)
Shipping and Receiving Clerks, Guide #63 (1997)
Shorthand Reporters and Court Reporters, Guide #162 (1998)
Short Order and Fast Food Cooks, Guide #366 (1997)
Site Assessment Managers (EPA), Guide #2000A (1994)
Site Surveillance Technicians (Asbestos), Guide #2000D (1995)
Skilled Occupations--Robotics and Automated Systems, Guide #2004D (1994)
 Numerical Control Machine Operators; Numerical Control Machinists; Numerical Control Tool
 Programmers; Robot Machine Operators
Skin Care Specialists (Estheticians), Guide #577 (2001) NEW!
Social Workers, Guide #122 (1998)
Software Engineers/Designers (LAN-Related), Guide #2001A (1994)
Software Engineers/Designers (Telecommunications), Guide #2005A (1995)
Solar Energy System Installers, Guide #458 (1995)
Sound Producers (Multimedia), Guide #2006 (1995)
Special Education Teachers, Guide #110 (1996)
Special Procedure Technologists, Angiogram, Guide #2002E (1995)
Special Procedure Technologists, CT Scan, Guide #2002A (1995)

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Specialists and Managers, Human Resources, Guide #135 (1996)
Specialists, Medical Insurance, Guide #2002A (1995)
Specialists, Network Training and Support (LAN-Related), Guide #2001A (1994)
Specialists, Safety (Biotechnology), Guide #2007 (1996)
Specialists, Telecommunications, Guide #2005A (1995)
Specialty Medical Professions, Guide #2002D (1995)
 Fitness/Wellness Occupations; Histopathologists; Immunohematologists; Infertility Specialists
Speech-Language Pathologists/Audiologists, Guide #453 (1995)
State and Native American Program Managers (EPA), Guide #2000A (1994)
Stationary Engineers, Guide #234 (1995)
Statisticians, Guide #300 (1998)
Statisticians (Biotechnology), Guide #2007 (1996)
Stenographers, Guide #25 (1998)
Stock Clerks, Guide #74 (1997)
Stock Clerks, Sales Floor (Merchandiser), Guide #575 (1999)
Stucco Masons and Plasterers, Guide #249 (1995)
Surgeons and Physicians, Guide #319 (1995)
Surgical Technicians, Guide #462 (1996)
Surgical Technicians, Guide #2002E (1995)
Surveying Occupations, Land, Guide #106 (1995)
Systems Analysts, Computer, Guide #541 (1995)
Systems Analysts, Computer (Robotics), Guide #2004C (1994)

Tax Preparers and Interviewers, Guide #482 (1998)
Teacher Aides, Guide #502 (1997)
Teachers, Community College Instructors, Guide #139 (1996)
Teachers, Elementary School, Guide #10 (1999)
Teachers of English to Speakers of Other Languages (TESOL), Guide #556 (1999)
Teachers, Preschool, Guide #275 (1996)
Teachers, Secondary School, Guide #57 (1999)
Teachers, Special Education, Guide #110 (1996)
Teachers, Trade & Technical, Guide #404 (1996)
Technical Occupations in Medicine, Guide #2002E (1995)
 Cardiology Technologists; Electro-Neurodiagnostic Technologists; Holter Scanning Technicians;
 Nuclear Medicine Technologists; Perfusionists; Pherisis Specialists; Respiratory Therapists; Special
 Procedure Technologists—Angiogram; Special Procedure Technologists—CT Scan; Surgical Technicians;
 Ultrasound Technologists
Technical Writers, Guide #138 (2001)
Technical Writers (Biotechnology), Guide #2007 (1996)
Technicians and Technologists, Nuclear, Guide #379 (1995)
Technicians, Animal (Biotechnology), Guide #2007 (1996)
Technicians, Aseptic Fill (Biotechnology), Guide #2007 (1996)
Technicians, Broadcast, Guide #359 (1995)
Technicians, CAD/CAM (Robotics), Guide #2004B (1994)
Technicians, Calibration, Guide #2007 (1996)
Technicians, Cardiology, Guide #2002E (1995)
Technicians, Career Guidance, Guide #463 (1998)
Technicians, Cell Culture and Fermentation, Guide #2007 (1996)
Technicians, Dental Laboratory, Guide #243 (1995)
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